

March 2, 1971

Clyde Tolson

Senator George McGovern
United States Senate
Washington, D. C. 20510

Dear Senator:

As a veteran of more than 42 years' service in the Federal Bureau of Investigation who is knowledgeable concerning not only J. Edgar Hoover's extremely capable and inspiring leadership of the Bureau, but also the selflessness which dominates both his official and personal life, I am appalled at the grossly irresponsible and opportunistic attack which you have launched on him.

John F. X Shaw

I label your March 1, 1971, press release as irresponsible because it is based upon a highly spurious source--a three-page anonymous letter which is replete with sensationalized generalities that are as unsubstantiated as they are false. Although the opening sentence of your release flatly states that this letter was written to you by "10 FBI agents," a careful reading indicates that you, in fact, do not know who wrote the letter or by whom he is (or they are) employed.

REC-131

67-9591-451

I term you an opportunist because it is no small coincidence that you have singled out a man of Mr. Hoover's national stature for attack at a time when waves of publicity are urgently needed to buoy your political career. You are not the first person I have encountered during almost 50 years

18 1971

Tolson _____
Sullivan _____
Mohr _____
Bishop _____
Brennan, C.D. _____
Callahan _____
Casper _____
Conrad _____
Dalbey _____
Felt _____

- 1 - Mr. Tolson
- 1 - Mr. Mohr
- 1 - Mr. Bishop
- 1 - Mr. Malmgren

John

4-MAR-11 1971

EX-101
MAR 22 71

NOTE: The address of this letter has deliberately been phrased to avoid referring to McGovern as "Honorable."

TELETYPE UNIT ☐ *Handled by Mr. Tolson's office 3/2/71*

Senator George McGovern

in Washington whose ambition has far exceeded his ability, and I cannot help wondering how many other esteemed career public servants will be maligned and abused before your political balloon runs out of hot air.

Your March 1st press release is an affront not only to Mr. Hoover, but to the many thousands of dedicated employees--past and present--who have helped the FBI reach a position of nationwide respect and acclaim. Let me assure you that the outstanding men and women with whom it has been my privilege to work since 1928 would neither tolerate nor condone investigative or administrative practices such as you and your anonymous letter claim.

I urge that you give this letter the same publicity which you accorded to the three-page anonymous communication--unless, of course, it is against your policy to call public attention to correspondence regarding the FBI from persons who are neither faceless nor ill-informed.

Very truly yours,

Clyde Tolson
Associate Director

UNITED STATES GOVERNMENT

Memorandum

MR. TOLSON

DATE: 1/6/71

J. P. MOHR

Tolson	_____
Sullivan	_____
Wick	_____
DeLoach	_____
Casper	_____
Callahan	_____
Conrad	_____
Felt	_____
Gale	_____
Rosen	_____
Tavel	_____
Walters	_____
Soyars	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

CT:

Clyde A. Tolson *Respect*

A Mr. Charles Hames of the Legislative Section of the Civil Service Commission, called your office this morning inquiring as to your employment status and whether you had been exempted by law, executive order or just what.

I called Mr. Hames back on Code 101-24636 at the Commission and asked him specifically what was behind the inquiry and who was asking the question. He said he did not know and referred me to his superior, a Mr. Bowler. Mr. Bowler got on the phone and said that it was a routine inquiry probably in response to a legislative call or the receipt of a letter from a private individual making the inquiry. He stated specifically it was not from a newspaper source.

I told him the records concerning Mr. Tolson were available in the Retirement Division of the Civil Service Commission and that for his information Mr. Tolson was mandatorily retired at the age of 70 as required by law and thereafter received an Excepted Appointment - Indefinite (Reemployed Annuitant) and that this action was approved by Attorney General John N. Mitchell on March 20, 1970. He was advised that this information was contained in U. S. Civil Service Commission Standard Form 50.

He expressed appreciation and said he was sorry that we were bothered.

The foregoing is submitted for record purposes.

JPM:DW (4)
1 - Mr. Bishop
1 - Mr. Callahan

✓
JBm
REC-144

101-9524-456
1 JAN 7 1971 93

3 Jan

87
10 JAN 11 1971

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Date October 16, 1970

I certify that I have ☒ received ☐ returned the following Government property for official use:

.38 S & W Military and Police Revolver D 138446.
Holster and adapter

READ

The Government property which you hereby acknowledge
is charged to you and you are responsible for taking care
of it and returning it when its use has been completed.

DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN
ANY WAY.

3/p
Very truly yours,

(Signature) Clyde A. Tolson

(Typed name) Clyde Tolson

140

UNITED STATES GOVERNMENT

Memorandum *C. A. Tolson*

Tolson
Sullivan
Mohr
Bishop
Callahan
Conrad
Felt
Gale
Rosen
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : MR. TOLSON *DATE* July 24, 1970

FROM : W. M. FELT

SUBJECT: PRESS RELEASE
FBI ACCOMPLISHMENTS
1970 FISCAL YEAR

Pursuant to your instructions, I have identified supervisor who prepared and officials who approved the release containing unfortunate language subject to misinterpretation as political partisanship. This language which appears on page five of release was originally prepared by Supervisor [redacted] Research Section, Domestic Intelligence Division (DID). It was submitted informally together with other suggestions from DID and was approved by Section Chief [redacted] and Assistant Director [redacted] before being sent to Crime Records Division.

Supervisor [redacted] in Crime Research Section coordinated material submitted by various Divisions and portion in question was taken with very little change from informal draft of DID. Changes were minor and did not affect the meaning.

Informal Draft of DID

"These groups plan to encourage the support of candidates opposed to Administration policies during the forthcoming elections and are insisting that schools close for a period this fall so that students will be free to participate in this activity."

Final Form

"These groups plan to encourage the support of political candidates opposed to Administration policies and will insist that schools be closed for a period so that students will be free to participate in this activity."

The press release in final form was submitted by memorandum Mr. Jones to Mr. Bishop dated 7/2/70 (attached) and was approved by Assistant Directors [redacted] and [redacted] -- Number One Men [redacted] and [redacted] (Number One Man in Crime Research Section). Former Assistant to the Director DeLoach also approved the release, as did Mr. Tolson.

1 - Messrs. Sullivan, Mohr, Bishop, Callahan

Enclosures

WMF:wmj (6)

CONTINUED - OVER

WM XEROX
AUG 18 1970

6 AUG 21 1970

ALL EDITIONS B6

07/24/70

REC-139 67-456000-167

REC-145 67-456000-45

Memo for Mr. Tolson.
Re: Press Release, FBI Accomplishments

OBSERVATIONS:

All persons involved regret the inclusion of unfortunate language susceptible of interpretation of political partisanship. It is an inexcusable error and all Officials and Supervisors identified in this memorandum share responsibility.

RECOMMENDATIONS:

(1) That the 13 Officials and Supervisors identified above (with the exception of DeLoach, who is retired) as preparing or approving the release be censured for the inclusion of unfortunate language in the release subject to misinterpretation as political partisanship.

concur
H

Letter
Pres 7-28-70

(2) This matter will also be considered in connection with the Crime Records Division inspection summary.

OK.
H

V

7

mm

UNITED STATES GOVERNMENT

Memorandum

C. H. Tolson

Tolson
Sullivan
Mohr
DeLoach
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

TO : Mr. Tolson

July 22, 1970

FROM : W. C. Sullivan

- 1 - Mr. Tolson
- 1 - Mr. Sullivan
- 1 - Mr. C.D. Brennan

SUBJECT: CONCERNING FALL ACTIVITY
BEING PLANNED BY STUDENT
GROUPS AS REPORTED IN FISCAL
YEAR-END PRESS RELEASE

ALL ELECTIONS BC

Reference memorandum 7-21-70 from Mr. M. A. Jones to Mr. Bishop captioned as above. There follows additional information concerning this matter which shows that student plans to engage in political activities this Fall has been widely reported in the news media.

"Life" magazine issue of 6-5-70 carried an article entitled "A Student Campaign to Get Peace Started." This article reported the founding in May, 1970, at Princeton University of a Movement for a New Congress; pointed out that the group already had chapters on more than 300 campuses; and noted that the Movement had requested colleges and universities to let students have two weeks off just before the November elections. The article reported that students connected with the group were working strenuously on behalf of Lew Kaden, who was campaigning on a strong antiwar platform in the Democratic primary for New Jersey's 15th District.

The 6-16-70 issue of "Look" magazine carried an article on student dissidence which reported that students from twenty-nine colleges and universities had joined with Princeton students to plan strategy for electing antiwar candidates to Congress this Fall. According to the article, the Movement for a New Congress would have its national headquarters at Princeton and set up at least eight regional centers on campuses throughout the country.

"Time" magazine 5-25-70 carried an article captioned "The New Student Crusade: Working in the System." This article reported on the Movement for a New Congress started at Princeton and identified four antiwar Congressional candidates chosen for support by the organization. The article noted that another group, the National Petition Committee, based at the University of Rochester, was seeking 20 million signatures on petitions against the Vietnam war in an effort to exert pressure on the existing Congress. Another student political-action group described was the so-called Continuing Presence in Washington which reportedly had established a research and information service

WCS:lrs (4)
XEROX
AUG 17 1970
6 AUG 21 1970

memo Tolson
7/24/70
wmf/wmy

REC-145
9524-455
CONTINUED OVER
3/7
AUG 13 1970

Memo Sullivan to Tolson
RE: CONCERNING FALL ACTIVITY
BEING PLANNED BY STUDENT
GROUPS AS REPORTED IN FISCAL
YEAR-END PRESS RELEASE

in the Nation's capital. The article reported on various other student and/or faculty efforts to organize political pressure on behalf of the antiwar drive. It noted that Princeton University had decided to recess classes for two weeks before the November elections so that students could work in congressional campaigns and that dozens of other colleges were devising similar arrangements.

A typical propaganda release issued by the National Strike Information Center, a recently organized student antiwar group, attacks the Nixon Administration as follows: "For the first time a major breach has been made in the repressive wall of Nixon's southern strategy. For the first time this sinister administration has been forced on the defensive.....The calculated attempt of this administration to destroy civil liberties in this country is so obvious that it hardly needs belaboring.....The real historical importance of the student strike to date has been the fact that it has begun to smash through Nixon's repressive strategy and has begun to reverse the ominous drift toward the totalitarianization of American Society." This release also noted that among various activities being promoted by the group was electoral campaigns.

It is clear from the foregoing that the statement in our year-end press release is fully justified: namely that student committees have been formed to plan activity for the coming Fall; that they will encourage support of candidates who are opposed to the war in Southeast Asia and to the Nixon Administration policies; and that they are demanding that schools be closed so that students will be free to take part in this activity.

ACTION:

For information.

12C
JF
SFE ADDENDUM -- NEXT PAGE

Memo Sullivan to Tolson
RE: CONCERNING FALL ACTIVITY
BEING PLANNED BY STUDENT
GROUPS, AS REPORTED IN FISCAL
YEAR-END PRESS RELEASE

ADDENDUM (7/22/70), WCS/csh:

While this memorandum is factually correct, and while the facts to sustain the statement in the press release are accurate, nevertheless it is believed we could have conveyed the same message without reference to the administration and thus avoid any unjust implication of partisanship.

We know that all members of the New Left will scrutinize any statement made by the Director to see if they can distort, turn, or twist it to serve their own nefarious purposes. All divisions preparing this kind of material are being instructed to scrutinize with extreme care the precise wording of any proposed public statements of the Director in the future, in order to reduce to a minimum these irrational and invalid criticisms.

W. J. SULLIVAN

We made an error here

↑

7/22

←

*We certainly did. It
was unfortunate
wording.*

WJ

1000

FISCAL RECORD

U.S. CIVIL SERVICE COMMISSION
F.P.M. SUPPLEMENT 03127

LAST NAME FIRST NAME MIDDLE NAME
 SOCIAL SECURITY NO.
 DATE OF BIRTH
 MONTH DAY YEAR
 5 22 1900
 AGENCY PAY ROLL OFFICE LOCATION

1. RECORD EACH NAME CHANGE—STRIKE OUT PREVIOUSLY RECORDED NAME
 2. NO.
 3.
 4.

SERVICE HISTORY

1	2	3	4	5	6	7	8	9
EFFECTIVE DATE	ACTION	BASE PAY	REMARKS	YEAR	CALENDAR YEAR DEDUCTIONS	ACCUMULATIVE DEDUCTIONS	DO NOT USE	REMARKS
10-22-51	Promotion	17,500	Associate Dir.	1951	6,537.72	7,185.58		
7-1-56	Pay Adjustment	22,000	Associate Dir.	1956	10,498.88	17,684.46		
7-31-56	Public Law 854 approved effective 8/1/56	\$20,000	Associate Dir.	1956	10,498.88	17,684.46		
12-1-57	Pay Increase	\$29,500	Associate Dir.	1957	13,049.88	30,734.34		
12-1-60	Public Law 869 approved effective 1/1/60	\$39,500	Associate Dir.	1960	15,000.00	45,734.34		
5/1/63	Executive Order 11418 approved		Director	1963	13,000.00	58,734.34		
2-23-69	EXECUTIVE PAY RAISE	\$40,000		1969	1,953.24	60,687.58		
				1968	1,917.24	62,604.82		
				1967	3,468.70	66,073.52		
				1966	1,953.24	68,026.76		
				1965	1,651.18	69,677.94		
				1964	1,552.27	71,230.21		
				1963	1,552.27	72,782.48		
				1962	1,552.27	74,334.75		
				1961	1,552.27	75,886.99		
				1960	1,552.27	77,439.26		
				1959	1,552.27	78,991.53		
				1958	1,552.27	80,543.80		
				1957	1,552.27	82,096.07		
				1956	1,552.27	83,648.34		
				1955	1,552.27	85,200.61		
				1954	1,552.27	86,752.88		
				1953	1,552.27	88,305.15		
				1952	1,552.27	89,857.42		
				1951	1,552.27	91,409.69		
				1950	1,552.27	92,961.96		
				1949	1,552.27	94,514.23		
				1948	1,552.27	96,066.50		
				1947	1,552.27	97,618.77		
				1946	1,552.27	99,171.04		
				1945	1,552.27	100,723.31		
				1944	1,552.27	102,275.58		
				1943	1,552.27	103,827.85		
				1942	1,552.27	105,380.12		
				1941	1,552.27	106,932.39		
				1940	1,552.27	108,484.66		
				1939	1,552.27	110,036.93		
				1938	1,552.27	111,589.20		
				1937	1,552.27	113,141.47		
				1936	1,552.27	114,693.74		
				1935	1,552.27	116,246.01		
				1934	1,552.27	117,798.28		
				1933	1,552.27	119,350.55		
				1932	1,552.27	120,902.82		
				1931	1,552.27	122,455.09		
				1930	1,552.27	124,007.36		
				1929	1,552.27	125,559.63		
				1928	1,552.27	127,111.90		
				1927	1,552.27	128,664.17		
				1926	1,552.27	130,216.44		
				1925	1,552.27	131,768.71		
				1924	1,552.27	133,320.98		
				1923	1,552.27	134,873.25		
				1922	1,552.27	136,425.52		
				1921	1,552.27	137,977.79		
				1920	1,552.27	139,530.06		
				1919	1,552.27	141,082.33		
				1918	1,552.27	142,634.60		
				1917	1,552.27	144,186.87		
				1916	1,552.27	145,739.14		
				1915	1,552.27	147,291.41		
				1914	1,552.27	148,843.68		
				1913	1,552.27	150,395.95		
				1912	1,552.27	151,948.22		
				1911	1,552.27	153,500.49		
				1910	1,552.27	155,052.76		
				1909	1,552.27	156,605.03		
				1908	1,552.27	158,157.30		
				1907	1,552.27	159,709.57		
				1906	1,552.27	161,261.84		
				1905	1,552.27	162,814.11		
				1904	1,552.27	164,366.38		
				1903	1,552.27	165,918.65		
				1902	1,552.27	167,470.92		
				1901	1,552.27	169,023.19		
				1900	1,552.27	170,575.46		

pa #13
 1

No. 54

TOLSON CLYDE A.

SUBNAME

FIRST NAME

(SECOND NAME)

DATE OF BIRTH		STATE AND CONG. DISTRICT		LEGAL VOTING RESIDENCE		CITY OR TOWN	
MONTH	DAY	YEAR	10th		COUNTY		Udair holly
5	22	1900	5th		Jinn		
SEX	M	RACE	W	MILITARY SERVICE		YES	
RETIREMENT AGE		63	MULTIPLY PERSON OR WAR RISK COMPENSATION		YES		

JOURNAL SHEET AND LINE	NATURE OF ACTION	POSITION AND GRADE	SALARY		EFFECTIVE DATE	DEPARTMENT OR ESTABLISHMENT OFFICIAL STATION	TOTAL SERVICE	
			PAY LESS ALLOWANCES	AGGREGATE PAY			MOE	DAYS
	Prob. aopt.	Clerk		\$1100	7-12-18	War Dept. Off. Chf. of Staff		
	Pro.	do		1200	10-12-18	do		
	Trans.	do		1200	4-9-19	Adjutant's Gen's Office		
	Trans. a	do		1400	11-10-20	Office Secty of War		
	Pro. a	do		1800	6-18-21	do		
	Pro. a	do		2000	1-6-23	do		
	Reclassified	do Caf. 5		2300	7-1-24	do		
	Reallocated	do 7		2400	4-1-23	do		
	Resigned	do		2400	4-1-28	do		
	Appts.	Special Agent Caf. 8		2700	4-2-28	Justice, Bur. of Inv.		
	Sal. fixed	do		2900	7-1-23	do		
	Trans.	Sr. Admr. Asst. Caf. 9		3200	10-16-29	do		
	Pro.	Spl. Agt. Caf. 10		3500	12-1-28	do		
	Trans.	Jr. Admr. Asst. Caf. 10		3500	2-1-29	do		
	Trans. & Pro.	Spl. Agt. Caf. 12		4600	8-1-23	do		
	Trans. & Pro.	Inspector Caf. 13		5500	12-18-29	do		
	Sal. inc.	do		5800	2-16-30	do		
	Sal. inc.	do		6000	3-14-30	do		
	Pro.	do		6400	7-1-30	do		
	Sal. inc.	do Caf. 14		6500	8-16-30	do		
	Trans.	Asst. Director Caf. 14		6500	1-26-31	do		
	S. Tr. Or 6166	"		6500	8-9-33	do		
	Pauppt. Fr. Or	"		7000	2-10-33	do		
	Sal. inc.	" 4-1394		7500	7-15-34	do		
	Sal. inc.	"		8000	3-16-34	do		
	Trans.	Asst. To Director Caf. 15		8500	7-1-35	do		
	Sal. inc.	"		9000	1-1-37	do		
	Sal. inc.	"		9000	3-1-39	do		
	Salary fixed by Act	Approved 6-30-45		9900	7-1-35	do		
	Associate Director			10,000	7-1-45	do		
				10,330	2-10-47	do		
				10,330	7-11-48	do		

EDUCATION:

COMMON SCHOOL.

HIGH SCHOOL.

COLLEGE.

DEGREES, IF ANY

INDICATE NUMBER OF YEARS

SPECIAL QUALIFICATIONS

FY Ded. 1937 \$238.84

TOTAL CIVIL AND MILITARY SERVICE PRIOR TO AUGUST 1, 1920:

TOTAL

CINTE A.

FIRST NAME

(SECOND NAME)

MONTH	DAY	YEAR
5	22	1900

SEX	RACE	IT

RETIREMENT AGE: 44

DATE	FISCAL YEAR DEDUCTIONS	MONTHLY DEDUCTIONS	NET DEDUCTIONS	SEPARATELY LISTED DEDUCTIONS NOT SETTING THIS COLUMN	BALANCE FORWARD	TOTAL DEDUCTIONS CREDITED TO EMPLOYEE	REMARKS
6/30-21	\$31.06					\$748.54	
6/30-22	45.00					963.52	
6/30-23	47.43					1172.14	
6/30-24	50.00					1,394.66	
6/30-25	57.50					1,610.19	
6/30-26	57.50					1,667.82	
7/30-27	80.32					2,108.38	
7/30-28	83.99					2,345.22	
6/30-29	115.08					2,670.82	
6/30-30	130.46					2,962.26	
6/30-31	227.08	12.00	215.08		712.51	3,674.77	
6/30-32	227.52	12.00	215.52		963.62	4,638.39	
6/30-33	227.52	12.00	215.52		1,179.14	5,817.53	
6/30-34	227.53	12.00	215.53		1,394.66	7,212.19	
6/30-35	259.63	12.00	247.63		1,610.19	8,822.38	
6/30-36	262.56	12.00	250.56		1,867.82	10,690.20	
6/30-37	262.84	12.00	250.84		2,108.38	12,798.58	
6/30-38	297.60	12.00	285.60		2,395.22	15,193.80	
6/30-39	303.44	12.00	291.44		2,670.82	17,864.62	
6/30-40	315.12	12.00	303.12		2,962.26	20,826.88	
6/30-41	315.12	12.00	303.12		3,255.38	24,082.26	
1-23-42	177.69	7.00	170.69		3,568.50	27,650.76	
1-23-42	137.43	5.00	132.43		3,871.62	31,522.38	
3-0-1943	447.50	12.00	435.50		4,307.12	35,829.50	
JUN 30 1944	450.00	12.00	438.00		4,745.12	40,574.62	
JUN 30 1944	500.50	12.00	488.50		5,233.62	45,808.24	
DEC 31 1945	226.10	6.00	220.10		5,453.72	51,261.96	
DEC 31 1945	494.78	12.00	482.78		5,936.50	57,198.46	
12-31-47	500.24	12.00	488.24		6,424.74	63,623.20	
6-30-47	663.47	12.00	651.47		7,076.17	70,699.37	

RETIREMENT RECORD CARD
CIVIL SERVICE COMMISSION FORM 2806
NOV. 1939

15-142 U. S. GOVERNMENT PRINTING OFFICE: 1939

APPOINTMENT AFFIDAVITS

IMPORTANT.—Before swearing or affirming to these appointment affidavits, you should read and understand the attached information for appointee

JUSTICE (Position to which appointee is assigned) **FBI** (Bureau or division) **WASHINGTON, D.C.** (Place of employment)

I, Clyde A. Tolson, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

Clyde A. Tolson
(Signature of appointee)

Subscribed and sworn (or affirmed) before me this 1st day of June, A.D. 1970.

at WASHINGTON, D.C. (City) (State)

REMOVED BY SRD
67-~~NOT~~ [SEAL] ~~ED~~
Commission expires 11-1-1970
(If by a Notary Public, the date of expiration of his Commission should be shown)

James B. Adams
(Signature of officer)
Personnel Officer
(Title)

NOTE.—The oath of office must be administered by a person specified in 5 U.S.C. 2903. The words "SO HELP ME GOD" in the oath and the word "swear" wherever it appears above should be stricken out when the appointee elects to affirm rather than swear to the affidavits; only these words may be stricken and only when the appointee elects to affirm the affidavits.

NOTIFICATION OF PERSONNEL ACTION

(FOR AGENCY USE)

1. NAME (CAPS) LAST—FIRST—MIDDLE TOLSON, CLYDE A. (MR.)		MR.—MISS—MRS.		2. (FOR AGENCY USE)	3. BIRTH DATE (Mo., Day, Year) 5-22-1900	4. SOCIAL SECURITY NO. 577-60-2204
5. VETERAN PREFERENCE 1 1—NO 2—5 PT 3—10 PT DISAB 4—10 PT COMP 5—10 PT OTHER				6. TENURE GROUP	7. SERVICE COMP DATE 10-1-68	
9. FEGLI 1 1—COVERED (Regular only—desired Optional) 2—INELIGIBLE 3—WAIVED 4—COVERED (Reg & Opt)				10. RETIREMENT 1 1—CS 2—FICA 3—FS 4—NONE 5—OTHER		11. (FOR CSC USE)
12. CODE NATURE OF ACTION EXCEPTED APPOINTMENT - INDEFINITE (REEMPLOYED ANNUITANT)				13. EFFECTIVE DATE (Mo., Day, Year) 6-1-70		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY EXCEPTED BY LAW
15. FROM: POSITION TITLE AND NUMBER				16. PAY PLAN AND OCCUPATION CODE		17. (a) GRADE OR LEVEL (b) STEP OR RATE
						18. SALARY
19. NAME AND LOCATION OF EMPLOYING OFFICE						

20. TO: POSITION TITLE AND NUMBER Associate Director		21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE III	23. SALARY \$40,000 pa
24. NAME AND LOCATION OF EMPLOYING OFFICE Associate Director's Office Washington, D. C.				

25. DUTY STATION (City—County—State)			26. LOCATION CODE	
27. APPROPRIATION S. & E. FBI		28. POSITION OCCUPIED 1—COMPETITIVE SERVICE 2 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: TO: STATE	

30. REMARKS: ☐ A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING _____
☐ B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: _____
☐ C. DURING PROBATION

SEPARATIONS. SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: ☐

In accordance with 5 U.S.C. 3323 (b), you may be separated at the will of the appointing officer.
Subject to C. S. Retirement Act, however, no deductions are to be made.
Automatically retired 5-31-70, reported on notification dated 3-20-70.

REMOVED BY SRD
NOT RECORDED
JUN 27 1970

J. E. Hoover
Director

31. DATE OF APPOINTMENT AFFIDAVIT (Accession only)		34. SIGNATURE (Of appointing authority) AND TITLE <i>John N. Mitchell</i> Attorney General	
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)		35. DATE 3-20-70	
33. CODE DJ 02	EMPLOYING DEPARTMENT OR AGENCY FEDERAL BUREAU OF INVESTIGATION WASHINGTON, D. C. 20535		

NOTIFICATION OF PERSONNEL ACTION

(FOR AGENCY USE)

1. NAME (CAPS) LAST-FIRST-MIDDLE TOLSON, CLYDE A. (MR.)		MR.-MISS-MRS.		2. (FOR AGENCY USE)	3. BIRTH DATE (Mo., Day, Year) 5-22-1900	4. SOCIAL SECURITY NO. 577-60-2204
5. VETERAN PREFERENCE 1 1-NONE 3-10 PT. DISAB. 5-10 PT. OTHER 2-5 PT. 4-10 PT. COMP.				6. TENURE GROUP	7. SERVICE COMP. DATE 3-20-70	8. (FOR CSC USE)
9. FEGLI 1 1-COVERED (Regular only - declined Optional) 2-INELIGIBLE 3-WAIVED 4-COVERED (Reg. & Opt.)				10. RETIREMENT 1 1-CS 3-FS 5-OTHER 2-FICA 4-NONE		11. (FOR CSC USE)
12. CODE NATURE OF ACTION RETIREMENT (AUTOMATIC)				13. EFFECTIVE DATE (Mo., Day, Year) 5-31-70		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
15. FROM: POSITION TITLE AND NUMBER Associate Director				16. PAY PLAN AND OCCUPATION CODE III		17. (a) GRADE OR LEVEL (b) STEP OR RATE \$40,000 pa
19. NAME AND LOCATION OF EMPLOYING OFFICE Associate Director's Office Washington, D. C.						

20. TO: POSITION TITLE AND NUMBER		21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE				

25. DUTY STATION (City-county-State) S. & E., FBI			26. LOCATION CODE
27. APPROPRIATION	28. POSITION OCCUPIED 1-COMPETITIVE SERVICE 2 2-EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: TO: STATE 1-PROVED-1 2-WAIVED-2	

30. REMARKS: ☐ A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING
☐ B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM
SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE: ☐ C. DURING PROBATION

**Remove from rolls effective 5-31-70, in view of Automatic Retirement.
Being restored to rolls next day. Refer to Notification dated 3-20-70.**

REMOVED BY SRD
67-101-1111111111
10-11-70

31. DATE OF APPOINTMENT AFFIDAVIT (Accession only)		34. SIGNATURE (Or other authentication) and TITLE J. E. Hoover Director	
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)		35. DATE 3-20-70	
33. CODE DJ 02	EMPLOYING DEPARTMENT OR AGENCY FEDERAL BUREAU OF INVESTIGATION WASHINGTON D C 20535		

NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT

Part A.—IDENTIFYING DATA

1. NAME (LAST) (FIRST) (MIDDLE INITIAL) TOLSON, CLYDE A.	2. DATE OF BIRTH 5-22-00	3. CARRIER CONTROL NO. 3215688
4. ADDRESS (INCLUDING ZIP CODE) 2000 Massachusetts Avenue, Northwest Washington, D. C. 20016	5. PAYROLL OFFICE NO. 15-02-0001	6. ENROLLMENT CODE NO. 441
7. DATE THIS ACTION BECOMES EFFECTIVE 5-31-70		

ONLY THE ITEM WHICH IS CHECKED BELOW AFFECTS YOUR ENROLLMENT. READ THAT ITEM CAREFULLY AND FOLLOW ANY PERTINENT INSTRUCTIONS. KEEP THIS FORM UNLESS YOUR ENROLLMENT IS TERMINATED AND YOU APPLY FOR CONVERSION.

(DROP)

Part B.—TERMINATION

(ADD)

- ☐ YOUR ENROLLMENT TERMINATES ON THE DATE IN PART A, ITEM 7, ABOVE.

Part C.—CHANGE IN PLAN

- ☐ YOUR ENROLLMENT SHOWN IN PART A, ITEM 6, ABOVE HAS BEEN TERMINATED BECAUSE OF YOUR ENROLLMENT IN ANOTHER PLAN.

Part D.—TRANSFER OUT

YOUR ENROLLMENT CONTINUES BUT IS TRANSFERRED TO YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM):

☒ **CIVIL SERVICE RETIREMENT SYSTEM
Washington, D. C. 20415**

Part E.—TRANSFER IN

YOUR NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM) SHOWN IN PART K BELOW HAS ACCEPTED TRANSFER OF YOUR ENROLLMENT AND WILL CONTINUE IT. ☐

Part F.—SUSPENSION

- ☐ YOUR ENROLLMENT HAS BEEN SUSPENDED, EFFECTIVE ON THE DATE IN PART A, ITEM 7, ABOVE.

Part G.—REINSTATEMENT

YOUR ENROLLMENT HAS BEEN REINSTITATED, EFFECTIVE ON THE DATE IN PART A, ITEM 7, ABOVE. ☐

Part H.—CHANGE IN NAME OF ENROLLEE

THE NAME IN WHICH THIS ENROLLMENT IS CARRIED HAS BEEN CHANGED TO:

NAME	DATE OF BIRTH	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ADDRESS (INCLUDING ZIP CODE) IF DIFFERENT FROM PART A, ITEM 4, ABOVE		

Part I.—CHANGE IN ENROLLMENT — SURVIVOR ANNUITANT

YOUR ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY. YOUR PLAN WILL SEND YOU A NEW IDENTIFICATION CARD. ☐

YOUR NEW ENROLLMENT
CODE NUMBER

(NOTE: THIS ITEM TO BE COMPLETED BY RETIREMENT SYSTEMS ONLY)

Part J.—REMARKS

Part K.—DATE OF NOTICE

SIGNATURE OF AUTHORIZED AGENCY OFFICIAL James B. Adams FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE WASHINGTON, D. C. 20535	DATE 5-31-70	PAYROLL ACTION (INITIAL AND DATE)	SF 2813 REPORT NO. 70-728
NAME OF AGENCY		ADDRESS (INCLUDING ZIP CODE)	

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 4-17-70

FROM : J. B. Adams *JBA*

SUBJECT: MR. TOLSON
RETIREMENT

Clyde Tolson

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

J. B. Adams
Charles
4/17/70

The Bureau today received notification from the Civil Service Commission of the approval of Mr. Tolson's retirement.

The Commission instructs in this communication dated 4-14-70 (attached) that his retirement record card be forwarded to the Commission as soon as possible after the date of separation. This date will be May 31, 1970, and the reappointment of Mr. Tolson as Associate Director will be effective June 1, 1970.

RECOMMENDATION:

Immediately following May 31, in compliance with the Commission's instruction, Mr. Tolson's retirement record card will be forwarded to the Commission.

✓ *JBA* *AK*

667 4-17-70 dated 4-20-70

REC-141 67-9524-453
8 APR 21 1970

Enclosure

- WEC:klb (5)
- 1 - Mrs. Wood
- 1 - Miss Tibbetts
- 1 - Voucher-Statistical Section

REMOVED BY SRD

4-20-70

THREE

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Soyars _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Callahan

DATE: April 7, 1970

FROM : J. B. Adams *JBA*

SUBJECT: REAPPOINTMENT OF MR. TOLSON
DEPARTMENT APPROVAL

The Department has returned to me the executed "Notification of Personnel Action" reappointing Mr. Tolson as Associate Director effective 6/1/70, the date following his mandatory retirement. The personnel folder copy bears the signature of Attorney General Mitchell. Attached is a letter to the Civil Service Commission concerning Mr. Tolson's retirement and reappointment.

RECOMMENDATION:

It is recommended that the attached letter be approved.

JBA:lks

(5)

Enclosures *sent* 4-8-70

- 1 - Mrs. Wood (Sent Direct)
- 1 - Miss Tibbets (Sent Direct)
- 1 - Voucher-Statistical Section (Sent Direct)

*Retirement & Appointment
SF 50 sent stat*

*Orig SF 50, SF 50, SF 50
copy 2/10 sent stat*

REMOVED BY SRS
APR 22 1970

95-9524-452
10 APR 22 1970

3/1/70

AGENCY CERTIFICATION OF INSURANCE STATUS
Federal Employees Group Life Insurance Program

1. NAME (Last) (First) (Middle) TOLSON, CLYDE A.		2(a). DATE OF BIRTH (Month, Day, Year) 5-22-00	2(b). SOCIAL SECURITY NUMBER 577 60 2204
3. CHECK THE REASON FOR TERMINATING INSURANCE			
(a) <input type="checkbox"/> SEPARATED		(c) <input type="checkbox"/> DIED	(e) <input type="checkbox"/> OTHER (Specify)
(b) <input checked="" type="checkbox"/> RETIRED		(d) <input type="checkbox"/> 12 MONTHS NON-PAY STATUS	(f) <input type="checkbox"/>
HAD EMPLOYEE AT TIME OF DEATH APPLIED FOR CIVIL SERVICE ANNUITY? <input type="checkbox"/> YES <input type="checkbox"/> NO			
4. CHECK APPROPRIATE BOX CONCERNING SF 54, DESIGNATION OF BENEFICIARY			
(a) <input type="checkbox"/> CURRENT SF 54 ATTACHED		(b) <input type="checkbox"/> A CURRENT SF 54 IS NOT ON FILE WITH THIS AGENCY	(c) <input type="checkbox"/> A CURRENT SF 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)
NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN HIS LIFE INSURANCE, ATTACH CURRENT SF 54, IF ANY, TO ORIGINAL SF 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF SF 56; IF NO CURRENT SF 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT SF 54 IS ON FILE BY CHECKING BOX 4 (b) OR (c). A CURRENT SF 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.			
5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR) 5-31-70	6. ANNUAL BASIC PAY RATE (NOT AMOUNT OF INSURANCE) ON DATE IN ITEM 5. CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE. \$ 40,000 PER ANNUM	7. DID EMPLOYEE HAVE OPTIONAL INSURANCE ON DATE IN ITEM 5? NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> IF YES, GIVE RECEIPT DATE OF ELECTION OF OPTIONAL INSURANCE (SF 176 or 176-1):	8. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)
9. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS, OFFICIAL RECORDS AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5.			
(Personal signature of authorized agency official) N. P. Callahan (Typed name of authorized agency official) Federal Bureau of Investigation (Name of agency)		(Date) 5-31-70 (Title) Assistant Director Washington, D. C. 20535 (Mailing address, including ZIP Code of agency)	

SEE OTHER SIDE
FOR
INSTRUCTIONS TO EMPLOYING AGENCY

REMOVED BY SRD

PART 3 - FILE COPY

MAY 26 1970

3/26/70

INSTRUCTIONS TO EMPLOYING AGENCY

COMPLETION OF CERTIFICATION

1. This Certification must be completed in triplicate whenever an employee's insurance terminates for:
 - a. Death.
 - b. Retirement on an immediate annuity with 12 or more years' creditable service, of which at least 5 years are civilian service, or on account of disability. (An immediate annuity is one which begins to accrue not later than 1 month after the date the insurance would normally cease.) In a disability retirement case, do not complete SF 56 until a finding of disability has been officially made and the employee's separation is in order.
 - c. Completion of 12 months in a non-pay status or separation, and the employee is receiving benefits under the Federal Employees' Compensation law, and held unable to return to duty.
 - d. Any other reason, if the employee desires to convert his life insurance, except under the following circumstances:
 - (1) Employee waived or declined on SF 176 (or SF 176-T);
 - (2) If it is known that, within 3 calendar days after the date the insurance terminated, the employee will return to Government service in the same or another position in which he will be eligible to reacquire Federal Employees Group Life Insurance;
 - (3) More than 75 days have elapsed from the date insurance terminated unless specific request is made therefor by the Civil Service Commission or the Office of Federal Employees' Group Life Insurance.
2. If insurance terminated on account of death, indicate in item 3(a) whether the employee had filed an Application for Retirement (SF 2801) with the Civil Service Commission.
3. In item 8, give date of Notice of Conversion Privilege (SF 55), except that if this form (SF 56) is issued in lieu of SF 55, give current date. In case of death, leave this item blank.
4. It is important whenever a duplicate SF 56 is issued to replace one which has been lost, that it be clearly marked "DUPLICATE".

DISPOSITION OF CERTIFICATION

1. Death of employee—
 - a. Send duplicate of SF 56 immediately to the Office of Federal Employees' Group Life Insurance.
 - b. Keep the original (preferably in the Official Personnel Folder or its equivalent) for attachment to a claim for death benefits (Form FE-6) when received.
 - c. If no claim is received, send original SF 56, upon request, to the Office of Federal Employees' Group Life Insurance.
 - d. If the deceased employee has a current Designation of Beneficiary (SF 54) on file, the SF 54 must be attached to the original SF 56 when it is sent to the Office of Federal Employees' Group Life Insurance.
2. Retirement of employee—
 - a. If the employee is applying for an immediate annuity with 12 or more years' creditable service (of which at least 5 years are civilian service) or for disability, attach the original SF 56 and current Designation of Beneficiary (SF 54), if any, to the Application for Retirement and give duplicate of SF 56 to the employee. [NOTE: In a disability retirement case where the retirement application has already been sent to the Civil Service Commission, attach the original SF 56 (and SF 54, if any) to the "FINAL" Individual Retirement Record (SF 2806).]
 - b. If the employee wants to continue only his regular insurance, have him complete a SF 176 declining his optional insurance. If he wants to convert only his optional insurance, prepare a statement (see below), in duplicate, for him to sign, attach both copies of the statement to the original SF 56, and submit with application for retirement as instructed in 2a above.

Illustrative Statement

"I want to continue my regular insurance after retirement but would like additional information on converting my optional insurance."

- | | | |
|------------------------|-------------------------|--------|
| (Employee's signature) | (Address—print or type) | (Date) |
|------------------------|-------------------------|--------|
- c. If the employee prefers to convert both his regular and optional insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
 3. If employee is receiving compensation benefits—
 - a. Before completing item 7 contact the local Bureau of Employees' Compensation Office, if necessary, to confirm whether the employee still has optional insurance.
 - b. Have the employee complete appropriate box on reverse side of the original SF 56. Send original SF 56 and current Designation of Beneficiary (SF 54), if any, to the U. S. CIVIL SERVICE COMMISSION, BUREAU OF RETIREMENT AND INSURANCE, WASHINGTON, D. C., 20415, and give duplicate copy of SF 56 to the employee.
 - c. If the employee prefers to convert his group insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
 4. All other cases—

Upon request, give the employee the original and duplicate copy of the SF 56 or mail them to him.
 5. In all cases—

Retain file copy of the SF 56 in the employee's Official Personnel Folder or its equivalent.

PROMPT CERTIFICATION REQUIRED

The time in which an employee may convert his group life insurance to an individual policy is limited. This SF 56

April 8, 1970

Honorable Andrew E. Ruddock
Director
Bureau of Retirement, Insurance,
and Occupational Health
Civil Service Commission
Washington, D. C. 20415

Dear Mr. Ruddock:

Enclosed is an Application for Retirement executed by Mr. Clyde A. Tolson, the Associate Director of this Bureau. Mr. Tolson will attain age 70 on May 22, 1970, and is therefore subject to mandatory retirement. Also enclosed is a copy of his Individual Retirement Record.

Mr. Tolson entered on duty with this Bureau on April 2, 1928, and has been continuously employed since that time. His services with this Bureau have been entirely satisfactory.

Mr. Tolson will be reappointed to his same position the date following the effective date of his retirement. It is requested that this Bureau be furnished the amount of the annuity Mr. Tolson will receive in order that he may be advised of the salary to be paid by this Bureau.

Sincerely yours,

John Edgar Hoover
Director

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Enclosures (2)

J.P. [initials]
(8)

REMOVED BY SRD

- | | |
|-------------------------|---------------------|
| 1 - Mr. Row, 6221 IB | 1 - Mr. Jones, 4264 |
| 1 - Miss Tibbetts, 4746 | 1 - Movement, 5524 |
| 1 - Mrs. Wood, 4513 | |

Tolson to CSC 11 a.m. 4-9-70 by [initials] Hank

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : The Director

DATE: April 1, 1970

FROM : J. P. Mohr

SUBJECT: CLYDE A. ^BTOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

J. P. Mohr

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1969, to March 31, 1970, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson.

JPM

1 sent 4/1/70

REC-141

9554-450
10 APR 6 1970
REC'D-CITIZENSHIP

Enclosures
LDH:jab
(2)

JPM

6 APR 9 1970

APR 6 1970
3-0/2

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1969 to MARCH 31, 1970

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover Director 4/1/70
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

☒ Official
☒ Annual

REC-141 67-9554-404
67-9554-404
☐ Administrative 6 1970
☐ 60-Day
☐ 90-Day
☐ Transfer
☐ Separation from Service
☐ Special

APR 9 1970

APR 24 1970

FILE

UNITED STATES GOVERNMENT

Memorandum

Tolson ☒
DeLoach ☒
Bishop ☒
Casper ☒
Callahan ☒
Conrad ☒
Felt ☒
Gale ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

TO : Mr. Callahan

DATE: March 25, 1970

FROM : J. B. Adams *JBA*

SUBJECT: CLYDE A. TOLSON
RETIREMENT MATTER

As approved, the notification of Personnel Action Form to effect the reappointment of Mr. Tolson was furnished the Department for appropriate execution by the Deputy Attorney General.

Raymond Albrecht of the Department Personnel Office called me this morning to advise that the Department had typed the Deputy Attorney General's title on the notification of Personnel Action as he would be the official normally executing the Form; however, the Deputy Attorney General felt that the Attorney General himself would want to personally sign the Form authorizing the reappointment of Mr. Tolson and, accordingly, a new notification of Personnel Action Form was requested in order that the Department could then prepare it for the Attorney General's signature. A new Form was promptly furnished Mr. Albrecht.

RECOMMENDATION:

None. For information.

REC-135

9524-448

10 MAR 29 1970

LPT

LPT

REC'D - CIVIL RIGHTS

JBA:skj

(5)

1 - Mr. Clark

1 - Mr. Row

1 - Mr. Tolson *REMOVED BY SRD*

XEROX
FEB 24 1978

33-264

6-1170-411-2 80

✓
10
REC-141

March 20, 1970

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

It pleased me greatly to learn of your desire to be reappointed immediately following your automatic retirement, which will become effective May 31, 1970. Necessary action is being taken to assure your immediate reappointment,

You have my deep appreciation for the many years of loyal and dedicated service to the Bureau and me and I am indeed grateful for your decision to continue in your present capacity. Your outstanding services continue to be needed during these most trying times affecting the welfare of our country.

Sincerely,

J. EDGAR HOOVER

SENT FROM D. O.
TIME 4:39 PM
DATE 3-20-70
BY <i>act</i>

- 1 - Mr. M. F. Row
1 - Mrs. Wood

NPC:pmd
(5)

NOTE: When Mr. Tolson is reappointed as an annuitant, he will be given an Excepted Appointment - Indefinite (Re-employed Annuitant) to the same position he occupies at the time of his retirement. His salary will be the salary he is earning at the time of his retirement. Necessary entry on duty forms will be executed and taken to Mr. Tolson for signature.

Tele. Room
Mr. Bishop
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. Felt
Mr. Gale
Mr. Rosen
Mr. Sullivan

REMOVED BY SRD

Tele. Room

TELE. ROOM

TELETYPE UNIT

XEROX
FEB 24 1978
92

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 3-17-70

FROM : J. B. Adams *JBA*

SUBJECT: CLYDE A. TOLSON
Associate Director
EOD 4-2-28
MANDATORY RETIREMENT;
REAPPOINTMENT

Tolson _____
DeLoach ☒ _____
Mohr _____
Bishop ☒ _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

On May 22, 1970, Mr. Tolson will become eligible for mandatory retirement, which must be effective at the end of the month, May 31, 1970. Under Government regulations he must retire; however, he may be given an excepted indefinite appointment (reemployed annuitant) to the same position.

Mr. Tolson's annual annuity would be approximately \$27,336 (monthly--\$2,278) without voluntary contributions and \$29,676 (monthly--\$2,473) with voluntary contributions, an additional annual annuity of \$2,340.

The voluntary contributions consist of money taken from his salary for the Retirement Fund over and above what was necessary to provide the 80% maximum annuity. Mr. Tolson will have approximately \$23,467 in his voluntary contribution account through 5-31-70. Such contributions may be withdrawn effective 5-31-70, prior to the receipt of any additional annuity based on such contributions; or they may be left in the Retirement Fund and become the basis for the additional annual annuity of \$2,340 referred to in the second paragraph of this memorandum. The above monthly estimates are "single-life" figures, and consist of 80% of his high-three average salary plus additional service credit for 158 days and 1 hour of sick leave it is assumed will stand to his credit as of 5-31-70.

On reappointment, he would receive his retirement annuity from the Civil Service Retirement Fund and the Bureau would pay the difference between it and his regular salary (\$40,000). The annuity based on voluntary contributions, if he elected to leave same in the Retirement Fund, would not enter into this calculation.

Except as to persons in the position of Associate Director, Assistant to the Director, and Assistant Director, the Director is authorized to exercise the power and authority vested in the Attorney

Enclosure *St. to Mr. Tolson*
WEC:dkb (6)
1 - Mr. Adams

1 - Mr. Hunsinger

REC-141 67-9528-447
FEE 24 1978

(OVER)

Memorandum Adams to Callahan
Re: Clyde A. Tolson
Mandatory Retirement; Reappointment

General to take final action in personnel matters, including appointments. It is necessary for us to execute SF-50, Notification of Personnel Action, and take it to the Department for approval. The last such approval involving designation of L. M. Walters as Assistant Director was arranged by you with Deputy Assistant Attorney General John W. Adler, who obtained the signature of the Deputy Attorney General on the Notification of Personnel Action. The SF-50 in Mr. Tolson's case can be taken to Mr. Adler for the same type of handling.

The attached retirement application must, under Civil Service regulations, be forwarded to the Civil Service Commission by March 31, 1970.

RECOMMENDATIONS:

(1) That the attached application be made available to Mr. Tolson for execution in connection with the law requiring his retirement to be effective May 31, 1970.

(2) That Mr. Tolson's reappointment be formalized with the Department as above to be effective June 1, 1970.

✓ JAM
G.K.
H

ASSOCIATE DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
March 23, 1970

Clyde Tolson

Mr. Tolson	_____
Mr. DeLoach	_____
Mr. Mohr	_____
Mr. Bishop	_____
Mr. Casper	_____
Mr. Callahan	✓
Mr. Conrad	_____
Mr. Felt	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Soyars	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

John Holmes

Dear Boss:

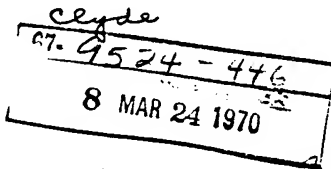
Thank you very much for your letter of March 20th advising that you are taking the necessary action to effect my reappointment immediately following my automatic retirement on May 31, 1970.

Due to my desire to remain with the FBI, I am grateful for your approval of my request. I am also most appreciative of your kind comments concerning my services in the Bureau, and you may be sure that I shall continue to strive to be of all possible assistance to you in carrying out your heavy responsibilities.

With best wishes,

Sincerely,

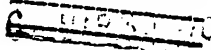
REC-135



INDEX
FEB 24 1970

5 DEC 12 1975

REMOVED BY SRD



December 5, 1969

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

I am pleased to take this opportunity to
commend you for your exceptionally valuable services
in sparking the Bureau Clerical Applicant Recruitment
Program.

I am most appreciative of your interest in
this important aspect of the Bureau's work.

Sincerely,
J. Edgar Hoover

67-9524-445
7 JAN 7 1970 62

1 - Mrs. Randolph (Sent Direct)

JBA:jmp
(4)

Based on Callahan-Mohr memo 12/4/69 re Special Agent
Recruitment Program, Incentive Award Matter.

MAILED 20
DEC 5 - 1969
COMM-FBI

Tolson _____
DeLoach _____
Walters _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

JAN 13 1970

MAIL ROOM ☐ TELETYPE UNIT ☐

XEROX
FEB 24 1978

F.B.I.'s No. 2 Man Invents

By STACY V. JONES C-3
Special to The New York Times

WASHINGTON, July 25—The No. 2 man in the Federal Bureau of Investigation was awarded a patent this week for equipment to operate emergency windows and exits in aircraft and space vehicles. Clyde A. Tolson, associate director, devised the invention on his own time, but has given the Government a free license to use it in space and aeronautics.

In Patent 3,456,387, Mr. Tolson comments that space history "includes tragic situations where occupants perished because of inability to make emergency exits from the stricken spacecraft."

He adds that his invention would make it possible for emergency escape exits to be instantly opened without any action on the part of the occupants.

Mr. Tolson proposes sensors inside a spacecraft to detect such conditions as temperature, pressure and oxygen and carbon dioxide concentration, as well as others to report the situation outside. There is also a computer to weigh one set of considerations against another.

In an emergency, if going out would subject the astronauts to a fatal vacuum, radiation or water environment, the computer would decide to open doors into a fireproof internal compartment rather than to open windows.

Potential survivors in emergency aircraft landings, Mr. Tolson says, have been fatally trapped by an ensuing fire. The computer could be programmed to open only those windows not totally blocked by flames.

Mr. Tolson does not know whether any Government use

Space-Emergency System



Clyde A. Tolson, who has received patent on emergency escape equipment.

of his equipment has been made or is planned. This week's patent adds the aircraft and spacecraft features to two earlier patents on remotely controlled closures, including casement sashes.

According to published reports, Mr. Tolson supplied the White House during the Johnson Administration with a window closer for bedside operation by pushbutton and time clock. The White House press office was unable this week to provide any information on the matter.

In 1960, Mr. Tolson patented a bottle cap that does not require an opener and can be resealed to keep the carbonation from escaping.

Since 1938, the inventor has been the righthand man to J. Edgar Hoover, the director of the F.B.I., and since 1947, has held the associate director title.

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Clyde A. Tolson

The Washington Post _____
Times Herald _____
The Washington Daily News _____
The Evening Star (Washington) _____
The Sunday Star (Washington) _____
Daily News (New York) _____
Sunday News (New York) _____
New York Post _____
The New York Times **C-3** _____
The Sun (Baltimore) _____
The Daily World _____
The New Leader _____
The Wall Street Journal _____
The National Observer _____
People's World _____
Examiner (Washington) _____

Date JUL 26 1969

File ✓
FEB 24 1978

6661 12 AUG 10
RECORDED

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

REPORT OF PERFORMANCE RATING




Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1968 to MARCH 31, 1969

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by:  DIRECTOR 4/1/69
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

☒ Official
☒ Annual

☐ Administrative
☐ 60-Day
☐ 90-Day
☐ Transfer
☐ Separation from Service
☐ Special

REC-135

77-9524-444
Searched _____ Numbered 37
6 APR 16 1969

10 APR 21 1969 A

FILED
FBI 3/26/69

UNITED STATES GOVERNMENT

Memorandum

Tolson ☒
DeLoach ☒
Mohr ☒
Bishop ☒
Casper ☒
Callahan ☒
Conrad ☒
Felt ☒
Gale ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

TO : The Director

DATE: April 1, 1969

FROM : J. P. Mohr

JP Mohr

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1968, to March 31, 1969, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. The original will be furnished to Mr. Tolson and the copy placed in his personnel file.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson.

JP Mohr
OK.
JP

REC-131

67-9524-443
Searched _____ Numbered _____
10 1 1969 24

sent 4-2-69 nmr

Enclosures

LDH:jmp

(2)

JP Mohr
APR 10 1969

XEROX
FEB 24 1979

3/24

UNITED STATES GOVERNMENT

Memorandum

TO MR. MOHR

DATE: 2-14-69

FROM N. P. CALLAHAN

SUBJECT SALARIES OF FBI DIRECTOR AND
ASSOCIATE DIRECTOR

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Handwritten signatures and initials:
JBA
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

The primary legislation establishing the basis for fixing the salaries of the Director and Mr. Tolson is Public Law 88-426, approved 8-14-64, effective 7-5-64, known as the Federal Executive Salary Act of 1964. It established 5 salary levels with the Director being included in Level II, with salary at that time of \$30,000 per annum. The specific designation was, "Director of the Federal Bureau of Investigation, Department of Justice, so long as the position is held by the present incumbent: Provided, That thereafter the position shall be placed in level III." The position of Mr. Tolson was included in Level III at \$28,500 per annum, which designation was as follows: Associate Director of the Federal Bureau of Investigation, Department of Justice, so long as the position is held by the present incumbent: Provided, That thereafter the position shall be placed in level IV." Public Law 90-206, approved December 16, 1967, established a Commission to be known as the Commission on Executive, Legislative and Judicial Salaries and established a method of setting the rates of executive salaries. The Commission submits its recommendations to the President who, in turn, includes in his next budget message his recommendations as to the exact rates of pay he deems advisable. The President's recommendations become effective 30 days thereafter unless in that period either house of Congress specifically disapproves any or all of them, or a statute has been enacted into law establishing different rates of pay. As a result of this procedure revised rates for the 5 executive salary levels become effective the first pay period after February 14, 1969, which will be February 23, for the FBI. The new rate for Level II in which the Director's position is listed increases to \$42,500 and Level III in which Mr. Tolson's position is listed increases to \$40,000.

REC-150

67-561-367

The next incumbent of the Director's position would be compensated at the rate for Level III which will be \$40,000 per annum, and the next incumbent of Mr. Tolson's position would be compensated at the rate for Level IV which will be \$38,000 per annum.

JBA:pmd (4)
1 - Mr. Adams
1 - Mr. Jackson

3 Xerox 5/8

10 MAR 3 1969

MAR 3 1969

17 FEB 20 1969

(OVER) 111 22-000

24 1978

RECEIVED UNIT

Memorandum to Mr. Mohr

Re: Salaries of FBI Director and Associate Director

With regard to the Director's salary being reflected as \$30,000 per annum in the appropriation phraseology for the FBI, this is secondary language to that contained in the primary authority of the Federal Executive Salary Act of 1964 and the statute establishing the Commission on executive salaries; thus, even if through error or other erroneous development, the amount shown in the appropriation language is not changed it would have no effect on the Director's salary in view of the overriding authority of the primary statutes:

Nonetheless, we are following closely with Jay Howe, Clerk of our Appropriation Subcommittee to insure that the new salary rate of \$42,500 will appear in the final committee print. The Director's salary check which will be dated 3-21-69, will be at the new salary rate of \$42,500.

ACTION:

None. Information only.

PPM

7-201 F05
C07C

December 13, 1968

Mr. Tolson:

As a further formality in connection with patent protection of your invention, existing Government patent policy sets forth certain provisions for establishing title ownership of inventions made by Government employees. Title 37, Part 300, of the Code of Federal Regulations (based on Executive Order 10096 dated January 25, 1950) establishes Government policy as comprising a rebuttable presumption that the United States Government has either the entire or partial ownership of any patent obtained by a Government employee, the extent of such ownership being dependent upon factors such as the nature of the employee's duties and responsibilities in relation to the invention, and other contributions by the Government. This presumption of Governmental interest is rebuttable upon a showing that the invention is not related to the employee's duties and responsibilities and was carried out on a personal basis.

We have previously complied with the Departmental procedures for handling the determination of title ownership by making an FBI determination that the invention is not related to your duties and recommending that the Department concur in the finding that entire title to the invention should be left to you; the Department has concurred in this finding.

Title 37, Section 300.6 (c) of the Code of Federal Regulations provides that where the title to an invention will be left with an employee, the employee is to be so notified and thereafter the agency is to prepare and preserve in appropriate files a written, signed and dated statement concerning the invention. This statement is to include: (1) a detailed description of the invention, (2) the name of the employee and a statement of his official duties, and (3) a statement of agency determination as to title and reasons therefor. A copy of this statement is to be furnished to the Commissioner of Patents for his review and determination as to title ownership.

An appropriate statement complying with this requirement and a letter of transmittal have been prepared for your approval and subsequent signature by the Director. Subject to your approval, I will file this material after signature.

Respectfully,

I. W. Conrad
I. W. Conrad

2 ENCLOSURE

REC-104

7-13/68

67-9524-442
Searched _____
Indexed _____
10 DEC 16 1968

10 DEC 16 1968/10

Official FBI copy

IN THE UNITED STATES PATENT OFFICE

In re application of

CLYDE A. TOLSON

Serial No. 651,558

Filed: July 6, 1967

For: REMOTELY CONTROLLED CLOSURES

The Commissioner of Patents
Washington, D. C. 20231

December 13, 1968

Dear Sir:

In accordance with Title 37, Section 300.6 (c) of the Code of Federal Regulations relating to patents made by Government employees, there is transmitted herewith a copy of the required statement concerning the invention disclosed in the above-captioned application and in related Letters Patent.

The original of this statement, appropriately dated and signed, is preserved in the files of the Federal Bureau of Investigation, as required.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director
Federal Bureau of Investigation

*attached
12/13
JWS*

*original letter
mailed 12/13/68
Reg. Return receipt
JWS Reg # 711738*

IN THE UNITED STATES PATENT OFFICE

In re application of

CLYDE A. TOLSON

December 13, 1968

Serial No. 651,558

Filed: July 6, 1967

For: REMOTELY CONTROLLED CLOSURES

STATEMENT UNDER TITLE 37, SECTION 300.6 (c)
OF THE CODE OF FEDERAL REGULATIONS

Mr. Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has invented a remotely controlled closure system. In essence, the system permits either manual or automatic operation of one or more closures, such as windows and the like, in a building, vehicle or other structure from a series of remote sensing elements responsive to selected environmental conditions and under the supervisory control of a programmer connected between the closures and the sensing elements.

As examples of specific application of the invention, in winter it may be desired to open and close a bedroom window by manual push buttons from a remote control position located at bedside, thus permitting operation of the window after retiring in the evening and before arising in the morning; or it may be desired to have a window opened, closed or adjusted automatically by a time sensing control, set to operate the window at a predetermined time before awakening time, thus permitting the bedroom to be brought to a comfortable temperature prior to arising. Alternatively, it may be desired to have a window, door, or other closure operate automatically upon the response of one or more suitable sensing detectors to the onset of rain, wind, temperature change, fire, smoke, collision impact, or any other selected condition which might logically require operation of such closures. As applied to aircraft or spacecraft, it may be desired to have escape closures operate automatically under a predetermined combination of internal and external environmental factors affecting the ability of the occupants to survive a hostile environment.


Mr. Tolson has sought-patent protection for his invention. At the present time United States Letters Patent Number 3,235,247 dated February 15, 1966, and Number 3,337,992 dated August 29, 1967, have been issued covering certain aspects of the invention. In addition, still further aspects of the invention are covered in the above-captioned pending continuation-in-part application disclosing improvements permitting application of the invention to a greater variety of closures and permitting increased reliability of operation under extreme emergency environmental conditions such as might be encountered in aeronautical or space activities. The United States Patent Office has indicated that this pending application is allowable.

As Associate Director of the Federal Bureau of Investigation, Mr. Tolson's duties and responsibilities are administrative in character. Neither the Federal Bureau of Investigation nor Mr. Tolson has any responsibility for developing automatic closure systems which constitute the subject matter of Mr. Tolson's invention. Accordingly, his invention is not related in any way to his duties, work assignments, or responsibilities as an official of the Federal Bureau of Investigation but rather was made on a solely personal basis; that is, the invention was not made during working hours, or with a contribution by the Government of facilities, equipment, materials, funds or information, or of time or services of other Government employees on official duty.

For these reasons, therefore, the Federal Bureau of Investigation has made a determination, concurred in by the Department of Justice, that pursuant to Title 37, section 300.6 (b) (4) of the Code of Federal Regulations, the entire right, title and interest in and to the invention should be left with the inventor, Mr. Clyde A. Tolson, subject to law. Mr. Tolson has been advised of this determination and acquiesces therein.

As a matter of information it is noted that inasmuch as the currently pending application discloses improvements which may have application to space activities of the United States Government, Mr. Tolson has advised that on his own initiative immediately after filing the currently pending application, he forwarded a copy of the application to

the National Aeronautics and Space Administration, and that subsequently, pursuant to a suggestion by the National Aeronautics and Space Administration, he similarly furnished a copy of this material to the Federal Aviation Administration. Mr. Tolson further has advised that, although there appears to be no indication in the replies which he has received from the National Aeronautics and Space Administration and from the Federal Aviation Administration of immediate significant utility of his invention in the conduct of aeronautical and space activities of those Administrations, nevertheless, as an official of the Federal Bureau of Investigation, Mr. Tolson desires, as a matter of possible future interest and utility, that the United States Government have full, royalty free use of his invention to the extent that the improvements disclosed in the pending application may apply to the field of United States aeronautical and space activities. To this end, Mr. Tolson has separately executed, and filed with the Commissioner of Patents, a license giving the United States such use of his invention. In addition, Mr. Tolson has separately executed and filed with the Commissioner of Patents a Statement under Section 305C of the National Aeronautics and Space Act of 1958.


John Edgar Hoover
Director
Federal Bureau of Investigation

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. J. Edgar Hoover
Director, FBI

DATE: October 25, 1968

FROM : Warren Christopher *we*
Deputy Attorney General

SUBJECT: *0* CLYDE A. TOLSON
ASSOCIATE DIRECTOR, FBI
INVENTION

Mr. Tolson	✓
Mr. DeLoach	✓
Mr. Mohr	✓
Mr. Bishop	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

Responding to your memoranda, dated September 27 and October 17, 1968 concerning the patent rights to a remotely controlled closure system invented by Clyde A. Tolson of your office, we have no objection to the title of the invention being held by Mr. Tolson.

*For record
JWC*

EXP. PROC.

OCT 29 1968

67-9524-441
SEARCHED INDEXED
SERIALIZED FILED
OCT 29 1968
FBI - NEW YORK

WJC

10

The Deputy Attorney General

October 17, 1968

Director, FBI

CLYDE A. TOLSON
ASSOCIATE DIRECTOR, FBI
INVENTION

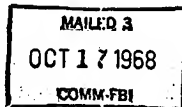
Reference is made to your communication of October 4, 1968, in response to my earlier memorandum of September 27, 1968, concerning the patent rights to a remotely controlled closure system invented by Mr. Clyde A. Tolson of this Bureau.

As you have noted, my memorandum of September 27, 1968, contained the statement that the invention "was made on a solely personal basis." This statement was intended to cover fully the remaining points which you have mentioned concerning possible Government interest. However, for the completion of your file, it is further noted that being solely personal, of course, the invention was not made during working hours or with a contribution by the Government of facilities, equipment, materials, funds, or information, or of time or services of other Government employees on official duty.

WC:dmg

✓

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____



MAIL ROOM ☐ TELETYPE UNIT ☐

Memorandum

TO : J. Edgar Hoover, Director
Federal Bureau of Investigation

DATE: Oct

FROM : Warren Christopher *WC*
Deputy Attorney General

SUBJECT: CLYDE A. *P* TOLSON
ASSOCIATE DIRECTOR, FBI
INVENTION

Mr. Tolson	✓
Mr. DeLoach	
Mr. Mohr	
Mr. Bishop	
Mr. Casper	
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

This is in response to your memorandum of September 27, 1968, concerning the patent rights to a remotely controlled closure system invented by Mr. Clyde A. Tolson of your office.

18
Title 37, section 300.6(b)(1) of the Code of Federal Regulations provides in general that all rights in a Federal employee's invention shall be left to the employee unless he made it "(i) during working hours, or (ii) with a contribution by the Government of facilities, equipment, materials, funds or information, or of time or services of other Government employees on official duty, or (iii) which bears a direct relation to or is made in consequence of the official duties of the inventor."

Section 300.6(b)(2) provides that if the contribution by the Government, as measured by any of the criteria set forth above, is insufficient equitably for the Government to take title, or where the Government has insufficient interest in the invention to take title, it shall be left to the employee subject to a reservation of certain rights in the Government.

You have advised us that Mr. Tolson's invention is not related in any way to his duties or responsibilities as an official of the Federal Bureau of Investigation, but was made on a solely personal basis. If you also determine that Mr.

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Qu

Memo to The Deputy AG
10-17-68
ELUC: [initials]

REC-149

67-9524-440
Searched _____ Indexed _____
10 OCT 18 1968

Yb

Tolson did not make the invention during working hours or with any contribution by the Government of facilities, equipment, etc., then there would be no objection to the invention being held by Mr. Tolson.

The Deputy Attorney General

September 27, 1968

Director, FBI

CLYDE A. TOLSON
ASSOCIATE DIRECTOR, FBI
INVENTION

FEDERAL BUREAU OF INVESTIGATION

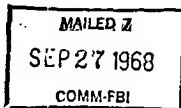
Mr. Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has invented a remotely controlled closure system. In essence, the system permits either manual or automatic operation of one or more closures, such as windows and the like, in a building, vehicle or other structure from a series of remote sensing elements responsive to selected environmental conditions and under the supervisory control of a programmer connected between the closures and the sensing elements.

As examples of specific application of the invention, in winter it may be desired to open and close a bedroom window by manual push buttons from a remote control position located at bedside, thus permitting operation of the window after retiring in the evening and before arising in the morning; or it may be desired to have a window opened, closed or adjusted automatically by a time sensing control, set to operate the window at a predetermined time before awakening time, thus permitting the bedroom to be brought to a comfortable temperature prior to arising. Alternatively, it may be desired to have a window, door, or other closure operate automatically upon the response of one or more suitable sensing detectors to the onset of rain, wind, temperature change, fire, smoke, collision impact, or any other selected condition which might logically require operation of such closures. As applied to aircraft or spacecraft, it may be desired to have escape closures operate automatically under a predetermined combination of internal and external environmental factors affecting the ability of the occupants to survive a hostile environment.

Mr. Tolson has sought patent protection for his invention. At the present time United States Letters Patent Number 3,235,247 dated February 15, 1966, and Number 3,337,992 dated August 29, 1967, have been issued covering certain aspects of the invention. In addition, there is pending a continuation-in-part application covering still further aspects of the invention disclosing improvements

Tolson ✓
DeLoach ✓
Mohr ✓
Bishop ✓
Casper ✓
Callahan ✓
Conrad ✓
Felt ✓
Gale ✓
Rosen ✓
Sullivan ✓
Tavel ✓
Trotter ✓
Tele. Room ✓
Holmes ✓
Gandy ✓

W.C. mg



4 SEP 30 1968

REC-136

67 9524-439

MAIL ROOM ☐ TELETYPE UNIT ☐

The Deputy Attorney General

permitting application to a greater variety of closures and permitting increased reliability of operation under extreme emergency environmental conditions. The United States Patent Office has indicated that this pending application is allowable. In view of Mr. Tolson's position as an official of the United States Government, the following information is furnished concerning the invention in order that a determination may be made under Executive Order 10096 concerning title to the invention. As Associate Director of the Federal Bureau of Investigation, Mr. Tolson's duties and responsibilities are administrative in character. Neither the Federal Bureau of Investigation nor Mr. Tolson has any responsibility for developing automatic closure systems which constitute the subject matter of Mr. Tolson's invention. Accordingly, his invention is not related in any way to his duties or responsibilities as an official of the Federal Bureau of Investigation, but rather was made on a solely personal basis. It is, therefore, our view that full right and title to the invention should be in Mr. Tolson without retention by the United States Government of any portion thereof.

As a matter of information it is noted that inasmuch as the currently pending application discloses improvements which may have application to space activities of the United States Government, Mr. Tolson has advised that on his own initiative immediately after filing the currently pending application, he forwarded a copy of the application to the National Aeronautics and Space Administration, and that subsequently, pursuant to a suggestion by the National Aeronautics and Space Administration, he similarly furnished a copy of this material to the Federal Aviation Administration. Mr. Tolson further has advised that, although there appears to be no indication in the replies which he has received from the National Aeronautics and Space Administration and from the Federal Aviation Administration of immediate significant utility of his invention in the conduct of aeronautical and space activities of those Administrations, nevertheless, as an official of the Federal Bureau of Investigation, Mr. Tolson desires, as a matter of possible future interest and utility, that the United States Government have full, royalty free use of his invention to the extent that the improvements disclosed in the pending application may apply to the field of United States aeronautical and space activities. To this end, Mr. Tolson has separately executed a license giving the United States such use of his invention.

It is requested that you advise whether you concur in the opinion that title to the invention described above should be held by Mr. Tolson, noting that Mr. Tolson has already executed a royalty free license for use of certain aspects of his invention which may have application to United States aeronautical and space activities. If you concur, Mr. Tolson will be advised accordingly and upon receipt of written acquiescence from Mr. Tolson we will send a copy of this memorandum to the Commissioner of Patents for his review of the determination.



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$20, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$20,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (for SOG Division)
SA CLYDE A. TOLSON	5/9/68	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

Clyde A. Tolson
Special Agent

Payment Received
Special Agents Insurance Fund

MA

J. Edgar Hoover Director

67-110-1111
JUN 3 1968
17

B-ecu

160

April 19, 1968

PERS. FILE UNIT

Honorable ~~Morris L. Simon~~
President and Publisher
The Tullahoma News and Guardian
Tullahoma, Tennessee 37388

Clyde Tolson

Dear Mr. Simon:

I have read the editorial, "Thank You, Mr. Tolson," which appeared in the April 12th issue of your newspaper.

It was very thoughtful of you to bring to the attention of your readers the occasion of my 40th Anniversary with the FBI. I assure you the kind remarks are appreciated.

With warmest regards,

Sincerely yours,

Clyde Tolson

9524-438-87

NOTE: Mr. Simon is on the Special Correspondents List and is an SAC contact of the Knoxville Office.

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

FMG:cae (5)

Mailed by Mr. Tolson's office 4/19/68

TEB
APR

11 APR 23 1968

TELETYPE UNIT ☐

(Mount Clipping in Space Below)

Mr. Tolson ✓
Mr. DeLoach ✓
Mr. Mohr ✓
Mr. Bishop ✓
Mr. Casper ✓
Mr. Callahan ✓
Mr. Conrad ✓
Mr. Felt ✓
Mr. Gale ✓
Mr. Rosen ✓
Mr. Sullivan ✓
Mr. Tavel ✓
Mr. Trotter ✓
Tele. Room ✓
Miss Holmes ✓
Miss Gandy ✓

Thank You, Mr. Tolson

A civil servant in a relatively high Federal post the other day marked his 40th year in government service, but the anniversary went largely unnoticed. The individual concerned is generally unknown by name or face to most Americans.

He is Clyde A. Tolson, and his agency is the Federal Bureau of Investigation. For many years, he has been the right-hand man to J. Edgar Hoover, the bureau's director.

The fact that Mr. Tolson, despite his influential position, is so little known by the public is not due, of course, to any kind of secret policy like that under which some national security or intelligence agencies operate. Rather, it is in accordance with an FBI tradition that

emphasizes service ahead of personal acclaim.

Mr. Tolson's experience with the FBI dates back almost as far as does Mr. Hoover, who by necessity has been the major exception to the agency's policy of anonymity. Mr. Tolson joined the FBI in 1928, a few years after Mr. Hoover established the bureau as an effective law enforcement agency free from political control.

Mr. Hoover many times has praised the work of his subordinates for their unheralded job in making the FBI an effective unit in the service of the United States.

The 40th anniversary of Mr. Tolson's service to the FBI and his country well symbolizes what the director is talking about.

(Indicate page, name of newspaper, city and state.)

Editorial Page 2-B
The Tullahoma News
and Guardian,
Tullahoma, Tenn.

Date: 4/12/68

Edition:

Author: MORRIS L. SIMON,

Editor: President & Pub-

lisher

Character:

or

Classification:

Submitting Office:

☐ Being Investigated

act and
4-19-68
FMG/ace

CURE

17-9574-438

17
1968
April 11, 1968

~~Mr. William F. Freehoff~~

~~WKPT-FM~~

Kingsport Broadcasting Company, Inc.

Post Office Box 569

Kingsport, Tennessee 37662

Dear Mr. Freehoff:

It was most thoughtful of you to send me
the copy of your broadcast editorial for April 2nd
entitled "Clyde Tolson--Public Servant." Mr. Tolson
has been of invaluable assistance to me in the administra-
tion of this Bureau and I certainly appreciate this honor
paid him for his many years of dedicated service to the
FBI.

Sincerely yours,
J. Edgar Hoover

MAILED 2

APR 11 1968

COMM-FBI

1 - Knoxville

NOTE: Mr. Freehoff is on the Special Correspondents List.

Tolson
DeLoach
Mohr
Bishop
Casper
Callahan
Conrad
Felt
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

JBT:dkw

(5)

REMOVED BY SP5

MAIL ROOM ☐ TELETYPE UNIT ☐

100-6
OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

April 10, 1968

Clyde 4-11-68
The attached radio editorial regarding
Mr. Tolson was sent to the Director
from WKPT, Holston Valley Broad-
casting Corp., Kingsport, Tennessee
37662.

MR. TOLSON ✓
MR. DELOACH ✓
MR. MOHR ✓
MR. BISHOP ✓
MR. CASPER ✓
MR. CALLAHAN ✓
MR. CONRAD ✓
MR. FELT ✓
MR. GALE ✓
MR. ROSEN ✓
MR. SULLIVAN ✓
MR. TAVEL ✓
MR. TROTTER ✓
MR. JONES ✓
TELE. ROOM ✓
MISS HOLMES ✓
MRS. METCALF ✓
MISS GANDY ✓

*ack.
4-10*

nm

REC-141

67-9524-437
Searched _____ Numbered _____
7 APR 16 1968
68

APR 12 1968

*Letter to [unclear]
and (3d)
4-11-68
JB 1 [unclear]*

1 1000

*Agan
MRS. [unclear]*

[Signature]

WKPT-AM
1400 KC.

KINGSFORD BROADCASTING CO., INC.

Post Office Box 569

KINGSPORT, TENNESSEE

WKPT-FM
98.5 MC.

EDITORIAL OF THE AIR

BROADCAST DATE 4/2/68

WE DO NOT ASK THAT YOU AGREE WITH US... ONLY THAT YOU
THINK ABOUT IT!

|| CLYDE TOLSON---PUBLIC SERVANT

By Bill Freehoff

For 40 years, a hard-working, unobstrusive man has been doing his best to help make the United States safe from subversion and to help state and local communities fight crime.

For today marks the 4th decade of service with the FBI of Clyde A. Tolson--a man unknown to most of the public, but a man who is known and highly respected among law enforcement officials the world over.

Clyde Tolson is J. Edgar Hoover's right-hand man. He is the Number Two G-Man, the associate director of the FBI, the first man ever to hold that position.

He was chosen for the job by Hoover himself in recognition of his long years of service to the Bureau.

Tolston was born in Missouri, worked in the War Department during the first World War and--in 1928--became a special agent of the FBI.

He is a licensed attorney and has served in key posts in the FBI.

He has never been

He has never sought publicity and has never been involved in public controversy.

But he has served his government with distinction in a key post.

He deserves, on this, his 40th anniversary of service to the FBI, public recognition and we salute him the the splendid organization for which he works.

THINK ABOUT IT!!

*Let to Freehoff
4-11-68 (mildred)*

89

10 0-0 11 457

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSONWhere Assigned: _____
(Division) (Section, Unit)Official Position Title and Grade: ASSOCIATE DIRECTORRating Period: from APRIL 1, 1967 to MARCH 31, 1968ADJECTIVE RATING: OUTSTANDING Employee's Initials
Outstanding, Excellent, Satisfactory, UnsatisfactoryRated by: J. Edgar Hoover DIRECTOR APRIL 1, 1968
Signature Title DateReviewed by: _____
Signature Title DateRating Approved by: _____
Signature Title Date

TYPE OF REPORT

☒ Official
☒ Annual

67-9524-436	
Section	Numbered
<input type="checkbox"/> Administrative	ADD 1500 46
<input type="checkbox"/> 60-Day	
<input type="checkbox"/> 90-Day	
<input type="checkbox"/> Transfer	
<input type="checkbox"/> Separation from Service	
<input type="checkbox"/> Special	

45

3-11-68

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

The continued excellence of Mr. Tolson's performance merits the rating of Outstanding for the period April 1, 1967, to March 31, 1968.

Mr. Tolson's contributions to the Bureau during the past year have been extraordinary and of inestimable value in its smooth and efficient operation in all phases of our endeavors. As our responsibilities have increased due to the unrest throughout the country, so, too, have Mr. Tolson's responsibilities increased. Despite these added burdens, he has continued his superb direction and administration of all phases of our operations, displaying exceptional perception, judgment and understanding.

A tireless and dedicated individual, Mr. Tolson has constantly and successfully sought for ways to improve our investigative procedures and techniques. He has been insistent upon self-imposed economy of operations which is reflected in the Bureau's budget prepared under his direction and guidance.

A top-notch administrator, Mr. Tolson has unselfishly and unstintingly given of himself to further the best interests of the Bureau and has served it and his country with distinction and clearly merits the highest rating I may bestow - Outstanding.

7
April 1, 1968

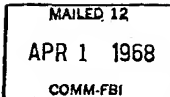
PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

It is a pleasure for me to advise you that your services for the period April 1, 1967, to March 31, 1968, have merited the rating of Outstanding. You may retain the attached copy of this rating.

As you have for many years, you have continued to give unselfishly and unstintingly of yourself to the Bureau's interests. Your contributions cannot be measured; however, it has been my pleasure to approve an incentive award for you in the amount of \$500.00, which is represented by the enclosed check. I deeply appreciate the invaluable assistance you have been to me.



Sincerely,
J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)
LRH:nimh
(4) *mm*

Based on memo Mohr to The Director 3/28/68.

mm *JP* *jsa* *ds*

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

7/10/m

TO : The Director

DATE: 3-28-68

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1967, to March 31, 1968, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. A copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and that he be approved for a cash award of \$500.

APM

REC-14

GK-

h

87-9524-450	
Searched	Numbered
7 APR 3 1968	

Enclosures

LDH:pam

(2)

Letter to Mr. Tolson

4/1/68

mm

3-10

7
April 2, 1968

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

Today marks your Fortieth Anniversary of distinguished service in the Federal Bureau of Investigation. As mementos of this noteworthy accomplishment I am presenting a Forty-Year Service Award Key Cluster and fingerprint cuff links.

The FBI has benefited immeasurably from your enduring loyalty, outstanding leadership, and superior knowledge. No one knows better than I how invaluable you have been to our organization in the fulfillment of its obligations and in the maintenance of its ideals and standards. Your willingness not only to fight for but also to live up to the principles of the Bureau has served as an inspiration to all of us.

Our many associates join me in congratulating you on this occasion and I hope that this day will be one of the most memorable in your career.

With best wishes and kindest personal regards,

Sincerely,

J. EDGAR HOOVER

1 - Miss Holmes (Sent Direct)

LDH:jab

(4)

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐

TELETYPE UNIT ☐

SENT FROM D. C.
10:00 AM
4-2-68
PRESIDENT
FBI DIRECTOR

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

FROM : Mr. Callahan *mc*

SUBJECT: CLYDE A. TOLSON
Associate Director
SERVICE AWARD LETTER
40th Anniversary 4-2-68

DATE: 3-11-68

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan ☒ _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Mr. Tolson will celebrate his 40th Anniversary of service with the Bureau on 4-2-68. A suggested letter is attached for the Director's signature and presentation.

gm

yes.
W

REC-144

67-9524-434	
Searched	Numbered
7 APR 1968 <i>28</i>	

Enclosure
1 - Miss Holmes (Sent Direct)
LDH:srg

LDH
1/11
LDH (3)
W
for

3/19/68

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1

FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2

FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER		
Tolson,	Clyde	A.	May 22, 1900	577	60	2204
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)			
Federal Bureau of Investigation			Washington, D. C. 20535			

3

MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☒
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4

**SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",
COMPLETE THE "STATISTICAL STUB." THEN RETURN
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

Clyde A. Tolson

DATE

February 5, 1968 25

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

FEB 5 1968

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM NO. 176-T
JANUARY 1968
(For use only until April 14, 1969)
176-101

INSTRUCTIONS TO EMPLOYING AGENCY

- Who must file.**—All employees not excluded by law or regulation from insurance coverage, including those who have previously waived coverage, are required to complete and file Standard Form 176-T. Employees who are in the service on February 14, 1968, as well as those who are appointed after that date but before April 14, 1968, must file the form.
- Automatic cancellation of previously filed waivers.**—All "Waivers of Life Insurance Coverage" (SF 53) on file are automatically canceled as of the first day of the first pay period beginning on or after February 14, 1968. Payroll offices are to begin regular insurance deductions on the automatic cancellation date for employees who do not file a new waiver, i.e., those who do not check box C of SF 176-T, on or before that date.
- Employees failing to file.**—If an employee does not return a completed SF 176-T, contact him and urge him to do so even if he does not want optional insurance (he will, of course, be automatically covered for regular insurance). If he still fails to file SF 176-T by April 14, 1968, or 31 days after appointment, whichever is later, file one for him as of that date: mark box B, and note in the space provided for his signature "employee contacted—failed to elect optional insurance." See note 2 below.
- Review of completed forms.**—(a) Review both copies of the SF 176-T for legibility, completeness, and consistency. Reconcile with the employee any obvious major

discrepancy such as a mark in more than one box.

- If the employee marked box A or box C, make sure the Statistical Stub is complete. Then detach and mail stubs, in a bundle, weekly to:

Office of Federal Employees' Group Life Insurance
(Statistical Study)
4 East 24th Street
New York, New York 10010

- If the employee marked box B, detach and destroy the stub.
- Date of receipt and effective date.**—(a) Stamp date of receipt by employing office in the space provided for this purpose on both the Original and the Duplicate.
(b) The effective date is determined from the table below.
 - Disposition of forms.**—(a) File the Original SF 176-T in the official personnel folder in all cases.
(b) Any necessary payroll change, with effective date, may be posted in the space reserved on the Duplicate for employing office.
(c) The Duplicate may be destroyed, if no payroll action is required, or after the requirements of the agency's payroll system have been met.
 - Use of SF 176-T.**—SF 176-T "Election, Declination, or Waiver of Life Insurance Coverage" should not be used after the initial filing period (after April 14, 1968). A revised edition will be available for use after that date.

TABLE OF EFFECTIVE DATES

DATE SF 176-T RECEIVED BY EMPLOYING OFFICE	EMPLOYEE'S DECISION	EFFECTIVE DATE (IF NO WAIVER, SF 53, IN EFFECT)	
		OF DECISION	OF DEDUCTIONS
On or before February 14, 1968.	Elects optional (in addition to regular) (box A).	Coverage effective February 14, 1968.	Deductions begin 1st day of 1st pay period beginning on or after February 14, 1968.
	Declines optional (but not regular) (box B).	Declination effective February 14, 1968.	
	Waives regular (so ineligible for optional) (box C).	Waiver effective last day of pay period in which February 14, 1968 falls.	Deductions stop last day of pay period in which February 14, 1968 falls.
After February 14 but not later than April 14, 1968.	Elects optional (in addition to regular) (box A).	Coverage effective on date of receipt.	Deductions begin 1st day of 1st pay period beginning on or after date of receipt.
	Declines optional (but not regular) (box B).	Declination effective on date of receipt, but employee loses automatic optional protection on February 14, 1968.	
	Cancels previously elected optional (but not regular) (box B).	Cancellation effective last day of pay period in which received.	Deductions for optional stop last day of pay period in which received.
	Waives regular (so ineligible for optional) (box C).	Waiver effective last day of pay period in which received.	Deductions stop last day of pay period in which received.

- NOTES: 1. Because regular insurance coverage and deductions are automatic unless waived (by checking box C) A and B elections do not affect regular insurance effective dates.
2. An employee for whom the agency files SF 176-T because he failed to file is deemed to have declined optional, but not regular, insurance.
3. An employee with an uncanceled waiver (SF 53) on file cannot be insured any earlier than the first day he is in duty and pay status in a pay period beginning on or after February 14, 1968; filing of an SF 176-T before that date will not cancel an SF 53 any earlier. Deductions begin the day he becomes insured.
4. The effective date of regular (and optional) insurance coverage for an employee who has been on leave without pay for more than 1 year is the first day he is in pay and duty status. Deductions are effective the same day.

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Bishop _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : The Director

DATE: 1-24-68

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
SERVICE AWARD
40th Anniversary 4-2-68

Mr. Tolson will complete 40 years of Bureau service on 4-2-68, having entered on duty with the Bureau on 4-2-28.

RECOMMENDATION:

It is recommended that a Service Award Key Cluster, similar to the ones prepared for other anniversaries commemorating 40 years of Bureau service, be prepared by the Exhibits Section for Mr. Tolson's 40th Anniversary on 4-2-68. This should be engraved as follows: CLYDE A. TOLSON, IN RECOGNITION OF FORTY YEARS OF LOYAL AND DEVOTED SERVICE TO THE FBI, 1928 - 1968. It is also recommended that a pair of ceramic fingerprint cuff links in a 14 karat gold setting be purchased from FBIRA funds and be engraved "C. T., 1928 - 1968, FBI" for Mr. Tolson's 40th Anniversary.

1 - Mr. Dunphy (Sent Direct)

1 - Mr. Rogers (Sent Direct)

LDH:jhb

(4)

LDH
jhb

67-9524-433

REC-1 Searched _____ Numbered _____

8 JAN 30 1968

7 APR 3 1968

REMOVED BY SRD

PHOTOGRAPH



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$20, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$20,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	6/29/67	ASSOCIATE DIRECTOR

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

Payment Received
Special Agents Insurance Fund

JUN 29 1967

Clyde A. Tolson

Special Agent

J. Edgar Hoover, Director

3-enc

32



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

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EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	5/19/67	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

Payment Received
Special Agents Insurance Fund

MAY 22 1967

J. Edgar Hoover, Director

Clyde A. Tolson
Special Agent

8-20

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

TO : Mr. Callahan

DATE: 5-17-67

FROM : J. B. Adams *JB*

SUBJECT: AWARDS AND DECORATIONS
TO BUREAU EMPLOYEES

Purpose of this memorandum is to consider request of Mr. Ray Albrecht of the Department for certain information regarding awards and decorations to Bureau employees held in storage in the Department of State.

Enclosed copy of a letter to the Department from Norman Armour, Jr., Assistant Chief of Protocol, State Department, indicates that in accordance with Public Law 89-673, approved 10-66, all awards and decorations were being released. The letter attached a list indicating employees of the Department of Justice (which includes Bureau employees) for whom awards and decorations were being held. It was requested that a memorandum be submitted by the Department to the State Department requesting release of the decorations.

The Bureau employees involved are Mr. Tolson who on 8-11-38 was awarded the "Order of the Star of Romania" - Degree of Officer - Medal; and SAC Clark D. Anderson, San Juan, who on 8-7-50 was awarded the medal and citation "Orden Del Merito Policiaco" apparently in connection with a police school he conducted in Cuba.

Retired employees were listed as Joseph B. Garcia who was awarded a citation similar to that awarded SAC Anderson; Howard P. Winter who on 9-5-44 was awarded the "National Order of Honor and Merit" - Rank of Officer - by the Government of Haiti; and Henry C. Johnson whose award is still packaged, from the Government of Columbia and is believed to be a medal.

Public Law 89-673 gives Congressional approval for release to the donee or legal representative any gift or decoration on deposit with the State Department on date of enactment of the Act with approval by the Secretary of State and the appropriate Department. Such donee may, if authorized, be entitled to wear any decoration so approved. Gifts or decorations not approved for release are to be deemed a gift to the United States.

Enclosure
LDH:jap (3)
1 - Mr. Adams

XEROX

JUN 2 1967

10 MAY 22 1967

Memorandum to Mr. Callahan
Re: Awards and Decorations
To Bureau Employees

RECOMMENDATIONS:

(1) That we orally furnish Mr. Albrecht the forwarding addresses of the former employees whose gifts or decorations are on deposit with the State Department and request him to have the awards for Mr. Tolson and SAC Anderson forwarded to the Bureau.

(2) If approved, that this memorandum be returned to the Personnel Section.

To Mr. Albrecht
personally. 7/18/67
JH

JD

JBW

mal

nm

GK.

✓

JS

JS

✓
5

April 10, 1967

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

I am especially pleased to advise you that your services for the period April 1, 1966, to March 31, 1967, have merited the rating of Outstanding. This rating has been approved by the Departmental Committee on Incentive Awards and you may retain the attached copy.

The service that you have rendered the Bureau and your Country and the assistance you have given me cannot be measured; however, as a token of my deep appreciation, I have approved an incentive award for you in the amount of \$500.00, which is represented by the enclosed check. I do not want the occasion to pass without thanking you for your continued, dedicated performance.

Sincerely,

J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)

LRH:dkj
(4)

Award #727-67

Based on memo Mr. Mohr-Director 3/27/67.

SENT FROM D. O.
TIME 4:51 PM
DATE 4-10-67
BY [Signature]

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

54

[Signatures]

2578

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: 3-27-67

FROM : J. P. Mohr

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1966, to March 31, 1967, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1967, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

Enclosures
LDH:jap
(2)

67-9524-432
SEARCHED _____ INDEXED _____
SERIALIZED _____ FILED _____
MAR 27 1967
FBI - NEW YORK

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSONWhere Assigned: _____
(Division) (Section, Unit)Official Position Title and Grade: ASSOCIATE DIRECTORRating Period: from APRIL 1, 1966 to MARCH 31, 1967ADJECTIVE RATING: OUTSTANDING
*Outstanding, Excellent, Satisfactory, Unsatisfactory*Employee's
Initials

Rated by:

Signature

Title

Date

Reviewed by:

Signature

Title

Date

Rating Approved by:

Signature

Title

Date

TYPE OF REPORT

☒ Official
☒ Annual

REC-144

☐ Administrative
☐ 60-Day
☐ 90-Day
☐ Transfer
☐ Separation from Service
☐ Special
49
1 APR 19 1967

3-1/1

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

For the period April 1, 1966, to March 31, 1967, Mr. Tolson has discharged his many and heavy responsibilities in such an exceptional manner that the rating of Outstanding is definitely merited.

Possessing all the highest attributes necessary to the fulfillment of his position as Associate Director, Mr. Tolson has willingly assumed a major share of the Bureau's increased responsibilities and obligations. In a period when the country has been beset with many problems of world-wide and internal significance, Mr. Tolson has been most astute and farsighted in charting the Bureau's course of action. His assistance to me as Associate Director and the final point of top-level decision and control for numerous policies, investigative and administrative aspects is immeasurable.

Mr. Tolson is a man of broad vision, keen perception, extraordinary judgment, and ability. He has provided vigorous leadership in all areas of our endeavors and is the architect and guardian of the Bureau's budget. In this respect, he has insisted upon a self-imposed economy of operations and restraint which has continued and enhanced the Bureau's reputation as an agency which returns maximum benefits to the taxpayer.

Dedicated to the FBI and to the service of his country, Mr. Tolson's contributions have been of inestimable value and certainly merit the rating of Outstanding.



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

**In Reply, Please Refer to
File No.**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Clyde A. Tolson	2/17/67	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	
Address	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	
Address	

Payment Received
Special Agents Insurance Fund

FEB 17 1967

J. Edgar Hoover, Director

Very truly yours,

Clyde A. Tolson
Special Agent

8-ec

February 20, 1967

BY LIAISON

Honorable Hubert H. Humphrey
The Vice President
Washington, D. C. 20501

My dear Mr. Vice President:

My sincere thanks for the pass to The Vice President's Gallery and particularly for the personal message which it carries. I shall always cherish this pass, and I hope to be able to make use of it by attending some of the Senate sessions. Your thoughtfulness in sending me the pass will always be remembered.

With warm personal regards,

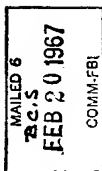
Sincerely yours,

EEB-140

/s/ Clyde Tolson

Clyde Tolson

9524-430
32



NOTE: Julius Cahn of the Vice President's Office furnished the pass for Mr. Tolson to SA Bowers. The pass bore the inscription "With my Warm regards and Respect."

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

DWB:jmh (4)

MAIL ROOM ☐ TELETYPE UNIT ☐

18 FEB 21 1967

PEP/24/3 INT



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	9/29/66	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

Clyde A. Tolson
Special Agent

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1965 to MARCH 31, 1966

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover DIRECTOR APRIL 1, 1966
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

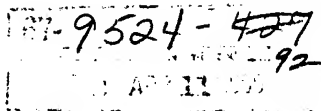
TYPE OF REPORT

☒ Official
☒ Annual

☐ Administrative
☐ 60-Day
☐ 90-Day
☐ Transfer
☐ Separation from Service
☐ Special

9 APR 13 1966

REC-132



3/11/66

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

Mr. Tolson's continued excellence of performance and his many extraordinary contributions to the Bureau clearly merit the rating of Outstanding for the period April 1, 1965, to March 31, 1966.

The responsibilities of the Bureau have continued to increase during the past year, resulting in the assumption of even greater burdens by Mr. Tolson. In his inimitable fashion, he has quietly accepted these additional responsibilities, continuing his superb direction and administration of all phases of our operations. As Associate Director and the final point of top-level decision and control for numerous policies, investigative and administrative aspects, he has been of inestimable assistance to me in his exceptional handling of these matters.

Mr. Tolson possesses a remarkable insight into all administrative and investigative operations of the FBI which enables him to quickly and incisively analyze problems in any field of our endeavor. An administrator of the highest caliber, his leadership and inspiring example to us all have been motivating factors in the successes we have achieved and the accomplishments obtained.

A true and dedicated public servant, Mr. Tolson has served the FBI, his Government and his Country with distinction and certainly merits the highest rating I may give - that of Outstanding.

REC-146

April 7, 1966

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

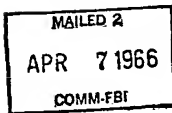
Dear Clyde:

It gives me much pleasure to advise you that you have merited the rating of Outstanding for the period April 1, 1965, to March 31, 1966. This rating has been approved by the Departmental Committee on Incentive Awards and you may retain the enclosed copy.

As in the past, you have continued to give yourself wholeheartedly to the Bureau's interests and your assistance to me personally has been invaluable. I have been privileged to approve an incentive award for you in the amount of \$500.00 which is represented by the enclosed check.

Sincerely,

J. Edgar Hoover



Enclosures (2)

1 - Miss Usilton (Sent Direct)

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

LRH:ers
(4)

Award #665-66

Based on memo Mr. Mohr to the Director, 3/28/66.

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: 3-28-66

FROM : Mr. Mohr

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1965, to March 31, 1966, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1966, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

JDM

REC-111

9524-428
92

Enclosures
LDH:jap
(2)
for
Jan
LDH
LDH

20 all set.
4/1/66
M

O.K.
D
Letter letter 4/7/66
all right 4/1/66
4/1/66

3-M

January 31, 1966

Mr. Clyde Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

It is a pleasure to commend you for the outstanding attitude you exhibited in reporting for duty today despite extremely hazardous travel conditions.

You demonstrated a sincere devotion to duty in considering your services so essential that in spite of an announcement that all Federal Government agencies would be closed you reported for duty. I do not want the opportunity to pass without advising you of my appreciation and that I have instructed that a copy of this letter be placed in your personnel file.

Sincerely yours,

J. Edgar Hoover



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	12/6/65	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired use given first name if female)	Relationship

Address

Very truly yours,

Clyde A. Tolson
Special Agent

UNITED STATES GOVERNMENT

Memorandum

TO : *W. S. Taul*
W.S.

DATE: OCT 25 1965

FROM : *L. E. Short*
W.S.

SUBJECT:

Tolson, Clyde A.

The attached _____ has been received in the Records Branch, appropriately initialed, and indicated for file. By use of instant transmittal memorandum, all necessary recording and indexing will be accomplished. It is to be noted this form is for internal use only within the Records Branch, principally by the Routing Unit where bulky material not accompanied by memorandum is usually received.

The enclosure, if bulky and not usually filed with other papers in file, may be detached but this action should be clearly noted under the word "Enclosure."

Enc.

ENCLOSURE

NOT RECORDED

25 OCT 25 1965

THREE
PERS. REC. UNIT

FEDERAL BUREAU OF INVESTIGATION

Room 5744 105, 1965

TO:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Director | <input checked="" type="checkbox"/> Mr. Tolson |
| <input checked="" type="checkbox"/> Mr. Belmont | <input checked="" type="checkbox"/> Mr. Belmont |
| <input checked="" type="checkbox"/> Mr. Mohr | <input checked="" type="checkbox"/> Mr. Mohr |
| <input checked="" type="checkbox"/> Mr. DeLoach | <input checked="" type="checkbox"/> Mr. DeLoach |
| <input checked="" type="checkbox"/> Mr. Gale | <input checked="" type="checkbox"/> Mr. Callahan |
| <input checked="" type="checkbox"/> Mr. Rosen | <input checked="" type="checkbox"/> Mr. Conrad |
| <input checked="" type="checkbox"/> Mr. Callahan | <input checked="" type="checkbox"/> Mr. Felt |
| <input checked="" type="checkbox"/> Mr. Casper | <input checked="" type="checkbox"/> Mr. Tavel |
| <input checked="" type="checkbox"/> Mr. Conrad | <input checked="" type="checkbox"/> Mr. Sullivan |
| <input checked="" type="checkbox"/> Mr. Felt | <input checked="" type="checkbox"/> Mr. Trotter |
| <input checked="" type="checkbox"/> Mr. Sullivan | <input checked="" type="checkbox"/> Tele. Room |
| <input checked="" type="checkbox"/> Mr. Tavel | <input checked="" type="checkbox"/> Miss Holmes |
| <input checked="" type="checkbox"/> Mr. Trotter | <input checked="" type="checkbox"/> Miss Gandy |
| <input checked="" type="checkbox"/> Mr. Clayton | |
| <input checked="" type="checkbox"/> Miss Gandy | |
| <input checked="" type="checkbox"/> Miss Holmes | |
| <input checked="" type="checkbox"/> Personnel Files Section | |
| <input checked="" type="checkbox"/> Records Branch | |
| <input checked="" type="checkbox"/> Mrs. Skillman | |
| <input checked="" type="checkbox"/> Mrs. Brown | |
| <input checked="" type="checkbox"/> John Quander | |

See Me For appropriate action
 Send File Note and Return
 Please Call Me

P 24-227

FILE

Clyde Tolson

512004
4513

Civil Service Journal



Vol. 6 No. 1

July-September 1965



★ EMPHASIS ON ★
INDIVIDUAL EXCELLENCE

Story on page 24

UNITED STATES CIVIL SERVICE COMMISSION

Civil Service Journal

Volume 6 Number 1

July-September 1965

CONTENTS

Special Issues	Page
The Presidency Award	34
Articles	
The Presidency and the	
by John W. Macy, Jr.	1
Political Appointments and the	
New York Public Program	4
by Nicholas J. Oganovic	
Personnel—Our Most Important	
Resource	9
by Robert L. Simmons	
A New Approach	
to Leadership	12
by Robert M. Cohn	
Departments	
by John Macy	17
by John Macy	18
Legal Business	20
by John Macy	
Leadership Forum	22
by John Macy	
CEC Calendar	23

Worth Noting

GOOD HEALTH AND GOOD WORK go together, President Johnson told his Cabinet in the announcement of a program to improve the health of the Federal Government. The program, which is being carried out by the Federal Civil Service Commission, will take leadership in developing and improving the program, in cooperation with the Secretary of Health, Education, and Welfare and the Surgeon General.

The President and the Chairman of the Civil Service Commission will take leadership in developing and improving the program, in cooperation with the Secretary of Health, Education, and Welfare and the Surgeon General.

"We must be prepared to on-the-job stress and injury, correction of working conditions that may be detrimental to employee health; education in health maintenance; health examinations, including pre-employment examinations; and health insurance, the President said.

NICHOLAS J. OGANOVIC has been appointed Executive Director of the Civil Service Commission, succeeding William B. Jones who retired June 11.

Bernard Baron, Counselor of Embassy for Administrative Affairs, Department of State, in Atlanta, GA, was selected to fill the Deputy Director position of the Civil Service Commission, succeeding William B. Jones who retired June 11.

McIntosh is heading a team in the Ford Foundation's East Africa headquarters, advising the new government of Kenya.

RESULTS OF THE Health Benefits "open season" conducted in February indicate that:

• Practically all eligible employees are enrolled in the program (1,190,000 employees and immediate families enrolled in a 3-year period).

• Most employees desire the greatest benefits offered by the most expensive high expense plan.

• Enrollment in the program has increased by about \$15 million per month. Total benefits paid out since the program began 3 years ago have been approximately \$1.5 billion.

HONORS RECENTLY CAME in a cluster to members of the Civil Service Commission staff. Ambassador Award of the Secretary for Personnel Administration to former Executive Director William B. Jones, Commissioner Award of the Civil Service Commission of the Secretary of State to former Executive Director Nicholas J. Oganovic, and the Public Personnel Association to Dr. Albert P. Malloy, Chief of the Personnel Management Research and Development Center, and Chairman for Professional Recruitment and Development Center.

Don Pollack and Wilson H. Davidson of the Office of Career Development.

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor

—John W. Macy, Jr., Editor



The Presidency and the Career Service



by JOHN W. MACY, Jr., Chairman
U.S. Civil Service Commission

THE DECISION OF GREAT and varied changes in Federal personnel management, one of the most significant developments has been the enrichment of a new tradition, quickened in recent years, has served not only the President but also to clarify identity the President in the role of leader and top manager of the Federal workforce.

Professional and supervisory personnel should be aware of and appreciate the importance of this new relationship between the Presidency and the career service. They should recognize on a personal level that the President is not only the head of the Federal Government but also the head of the Federal workforce. He is the one who should take pride and satisfaction in President Johnson's demonstrated desire to identify with them, his publicly expressed confidence in favor of able career men and women, and his evident expression of respect and reward to them in their ranks.

It is more than coincidental that the period in which the President has been in office has been a period of significant enrichment in civil service and personnel management that in all the earlier years since the merit system was established by the historic act of 1883. The same years of progress mark the rise of the career civil service from one of its lowest points of public privilege to the enjoyment of a highly significant position.

Many career people continue to carry heavy loads of responsibility and are often unfairly criticized. But the career service has an immense role to play in the future of the Federal Government. The rise of the career service from the low water mark of that campaign was neither sudden nor dramatic. But the dedication and demonstrated professional competence of career men and women have

helped to influence the opinions of new national leaders. The new executives had come to Washington expecting everything but competence and responsiveness from the personnel career corps. Early in the Eisenhower years, many Cabinet officers and agency heads began to praise the career civil service for its loyalty, its integrity, its hard work, and its ability to get the job done.

Meanwhile the Civil Service Commission had begun to develop a fresh outlook on its management of the merit system. During these days of reevaluating and revitalizing the Commission, I had the privilege of being a "Lunching Fellow" at the White House. It was a time of excitement and innovation that I recall with deep satisfaction.

Significantly, President Eisenhower designated the Commission Chairman as the adviser on personnel matters—settling the stage for the new edition of the merit system and the career service that has been evolved. Up to that time, the career civil service had been a creature of the Congress that the strong and arm of the Executive was becoming.

I saw those years as a time of sweeping and lasting change and preparing skills for new planning, developing the groundwork for the future future. First from its turbulent legislation and administrative system, the career civil service was the new career civil service that I saw in the future.

appointment system, the Government-wide Executive Order, modernization and liberalization of the recruitment system, consolidation of the resources and the Training Act, improved pay scales, the withdrawal of the most urgent, unfulfilled and unmet needs, recruitment program, the Government-wide merit promotion program, Federal and non-Federal program for public employees and support organizations on Federal and personnel management matters within Government and with very special policy.

Perhaps the greatest point in the developing relationship—certainly a most remarkable one for career men and women—was the start of President Kennedy's administration. The first thing that happened was the withdrawal of the United Nations address to the Federal work force. "Let the public service be a proud and 'very career,'" he declared. "And let every man and woman who works in any one of our National Government departments and bureaus in Federal Government and know in Federal Government. I served the United States Government in that hour of our Nation's need."

A summary of all that—four words in a Presidential address. Yet there was—because of their timing and setting—organized the inauguration of career men and women. They set the stage for the United States Civil Service.

The next Thursday Day saw President Kennedy frequently take occasion to address, applaud, eulogize, and recognize the people in the public service. (See "Legacy of Progress," *Chief Executive Journal*, January-February 1961, pp. 10-11.) He had the sense to make the Civil Service the centerpiece of the Presidential address to the nation.

It was the first time in the history of the United States that the President addressed the nation on the Civil Service. It was the first time in the history of the United States that the President addressed the nation on the Civil Service.

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ADDED ENLIGHTENMENT AND NEW ACTIONS

London. Many people in a career public service in every sense of the word. He has spent his whole life in the public service. He has prepared from the cradle to the grave for the public service. He means the world to have a very big career. He means the world to have a very big career. He means the world to have a very big career.

President Johnson's first job after graduating from college was as a school teacher in a high school. He then went on to become a member of the United States House of Representatives. He then went on to become a member of the United States House of Representatives.

The experience and his service as Vice President enabled him to bring to the Presidency an available background, providing analysis and perspective probably pronounced on previous Chief Executive. He knew the workings and inner workings of the Federal Government. He knew the workings and inner workings of the Federal Government.

Not only has he continued the Presidential management program started or continued by President Kennedy, but he has given them added emphasis and vigor, and he has added them to the Federal Government. He has added them to the Federal Government. He has added them to the Federal Government.

President Johnson's interest in and impact on Federal personnel management has been profound and pervasive. Not only has he continued the Presidential management program started or continued by President Kennedy, but he has given them added emphasis and vigor, and he has added them to the Federal Government.

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President Johnson's role in passing the passage of the Salary Survey Act of 1964 is well known to career men and women. He has spent his whole life in the public service. He has prepared from the cradle to the grave for the public service. He means the world to have a very big career.

He has spent the privilege of the Presidency in support of the quest for quality, employee-management relations, career development and training, Federal Executive Board activities, improvement of Federal personnel management, and improvement of Federal personnel management. He has spent the privilege of the Presidency in support of the quest for quality, employee-management relations, career development and training, Federal Executive Board activities, improvement of Federal personnel management, and improvement of Federal personnel management.

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In recent months I have endeavored to meet the President and his staff for the opportunity to present and present the career man and woman. He has spent his whole life in the public service. He has prepared from the cradle to the grave for the public service. He means the world to have a very big career.

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When recommendations are received, we send them to the appropriate committee. The committee person's qualifications and characteristics and make our list an important factor in deciding whether he is of the caliber to be considered a candidate for a Presidential appointment.

If he proves useful, certain further information relating to his qualifications and characteristics is obtained from the committee. When the committee is finished with the qualifications, we make a final decision as to whether or not a new position is created, or if a vacancy occurs or a new position is created, we make a profile of the special qualifications requirements.

Usually the President specifies certain criteria, such as special training, background, or characteristics.

When we have a satisfactory "certificate" of names for the President's consideration, I make a brief written appraisal of each candidate and usually recommend the one I consider best qualified. But the decision is made by the President.

[illegible]

whenever possible, in announcing their selection at business conferences.

At the time, the President had reported the new gap between the two parties' support for the program. "Of the 115 nonpolitical appointments made so far," he said, "the 49 percent have been purely from opposition to the current service of the Government on other Government business." He said, "Previous period of appointments had been 50 percent from the opposition and 50 percent from the Government."

Business and labor, 19 percent from the Republican Party, 19 percent from the Democratic Party, and 1 percent from the United States Senate. The last list of appointments was made by President Johnson's nonpolitical appointments. The last list of appointments was made by President Johnson's nonpolitical appointments. The last list of appointments was made by President Johnson's nonpolitical appointments.

MAJOR PRESIDENTIAL APPOINTMENTS

	TOTAL	NONCATHOLIC
Consistent never...	160 46 166 54	
Law	91 23 38 15	
Label and industry...	31 64 31 16	
University	41 12 41 14	
Not classified	9 3 9 3	
TOTAL	360 100	307 100
Publication	206 57	243 79
Partisan	64 18	64 21

CIVIL SERVICE JOURNAL

IN CONGRATULATING the 10 winners of the National Civil Service League's Career Service Awards on May 18, 1963, President Johnson said:

By 1960, Johnson was prepared to list present and past members of the Society, and to give other persons within their representations and on other continents or have had local public service. For example, he included among his list of members: H. B. Johnson, the recently named United States Secretary of Health, Education, and Welfare; Walter J. Cohen, the erst 30 years of Federal service—28 years in a full-time civil service and 2 years in a consultant. He stated (Greenbaum in 1972) that he was not able to find any other persons who had submitted to the executive committee in 1957 to be members of the Society. He stated that he had not the original Social Security Act (Pub. 191) until 1972, in his medical library to the Commissioner for Social Security, and from 1931 until 1934 he worked for the Division of Biomedical and Surgical. He became president of public welfare administration at the University of Michigan in 1936 and served as consultant to a number of agencies including the American Academy of Pediatrics, Education, and Welfare in 1946.

positions in the Departments of Army and Agriculture, Public Buildings Service, and General Services Administration recently was promoted from Deputy Assistant Director to Administrator of GSA. A. Ross Eickert, who has been with the Census Bureau since 1959 and is now Deputy Director under 1960, was promoted to head the agency. Oliver and Eickert were recipients of the National Civil Service Leaders' Career Service Award.



President Johnson's record of reliance on the career civil service is well known. He has been particularly service in seeking top talent and in bringing their effort to bear on programs and problems of his Administration is unparalleled in our history.

[illegible]



PERSONNEL— Our Most Important Resource

by GAVILL E. FREEMAN
Secretary of Agriculture

I HAVE BEEN a successful Secretary of Agriculture, my success has been due, in no small measure, to the personnel officers of the Department—and to the fine work you have done to improve our manpower use during the last 4½ years.

I have been very much with you as a group since early in my administration. And I think this is an indication in itself that you people have been doing a good job without any prompting from me.

But although I have not met with you as a group very often, I have met with you as individuals. I have seen you in the field, and I have seen you in the office to welcome the Department and our services to the public.

For instance, Carl Burton, and your administrators have kept me well informed of your administration. And I have been able to keep you well informed of the things that I have been doing and administratively.

We all have plenty of room for improvement; we all need to do better, and I am sure we will. But I do want to commend you especially for your efforts and your progress in recent specific areas.

For instance, I am sure that you all increased the effectiveness of our personnel records. You have been part of a personnel program which is being tried by other agencies of the Government. I know what it is all about to do this job. It has been tough. And it is all we get out of the whole thing. And I am sure that you people, despite the difficulty, will continue to do it.

Up to now, you all have been making a lot of time and a lot of hard work on the automation system—and except for the payroll part of the system—you have been making a lot of progress. I am sure that you will continue to make progress in the future.

Up to now, you all have been making a lot of time and a lot of hard work on the automation system—and except for the payroll part of the system—you have been making a lot of progress. I am sure that you will continue to make progress in the future.

CIVIL SERVICE JOURNAL

involved really is. My experience is that they are filled up with "paper records" that contain no really useful information about the real strengths and weaknesses of the personnel officers of the Department.

This may indicate that you have been emphasizing job description to the virtual exclusion of anything that could be termed an effective performance rating system. Used in this case, how can we talk about a "rating system" as a means of evaluating the performance of personnel officers?

As to ADAM—the personnel statistical reporting system—I am most pleased to note that most of the major reports and studies are now in production.

These are reports required by the Civil Service Commission, the Budget Bureau, and the Congress. They are the statistical products of almost every aspect of the job structure.

For example, if I need a chart showing precisely the people, the job titles, grades, etc. for each organizational unit in the Department, ADAM will quickly make a chart for me. This is a great help in getting the right people in the right jobs.

Not long ago—through the use of ADAM—we were able within 3 days to give the Defense Department a list of all our employees who are military reserves and their active status.

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I AM PLEASED TO SEE the progress you have made during the last 4½ years with our "Department-wide" training program—such as the one for career Management Development. I am primarily interested in turning up the tempo of our training of personnel officers of the Department.

I am particularly interested in the quality training efforts in the USDA. Seminars in Executive Development and Seminars in Middle Management.

I am proud of the Seminars in Executive Development that originated 3 or more years ago with several of you. These seminars have been a great help to the personnel officers of the Department, the Federal and State governments, the Nation, and the world.

In this program, more than 350 USDA top managers have spent a week, exchanging ideas in depth, during the last 2 years with personnel officers of the Department. I think that this is a great help to the personnel officers of the Department.

They were trained with people like our own Henry Ford and the two John Brown and many other leaders by resource people.

This is a developing tool for USDA management men and women. It is a great help to the personnel officers of the Department.

As an editorial writer of the Los Angeles Times said, in part, about the USDA training program that "the results of the discussion was astounding. . . . It found out many of what various governmental officials had to say in a very short time. . . . It was a great help to the personnel officers of the Department."

I am sure that you people have been making a lot of progress in the future.

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there is waste, to find it, where there are needs, to meet them, and where there are just hopes, to move toward their fulfillment.

During the last 4½ years you have been able to see the Department of Agriculture to save the taxpayers of the United States more than \$375 million in reduced costs and increased productivity.

The personnel results of this program, and only here, are the results of the program. I am sure that you people have been making a lot of progress in the future.

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NOTE THAT the organization plan of one of our agencies was developed in agency personnel offices. It was a great help to the personnel officers of the Department.

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July-September 1965
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The President's interest in all of this must be clear to you now. We are all on his side in this matter.

Have you reacted positively to these requirements?
Are you taking seriously the responsibility for product development (new products, new markets, new product line reviews)? Are you determining whether all the jobs established in your agency are really necessary? Are you identifying those that can be merged with other jobs and absorbing a expected and appropriate, the reduction of total man hours or man years required to do the work?
Are you looking at the number of assistants or deputy positions that exist in your agency and determining what the increments of those positions really do? Are there not too few deputy positions (not necessary in many cases) and too many assistants?
Are you spending savings under this program in the cost-reduction program?

AJCS requires a manual review of every position in the Washington office. Personnel officers and position classifiers study top management in the review and decision making process. The purpose of this review is to determine whether each position should be continued.

This requires a review of the work performed—whether the position is necessary in the first place? Can it be assigned elsewhere and be done equally as well? Is there a waste or positions slated for elimination?

The review of the person accepting the position is also made to make certain he has the qualifications and

If a resignation can be made from the law, or a trustee's resignation is not subject to the approval of the board, the power to maintain a strict control so that any position to be filled anywhere in the agency in Washington must involve a consideration of the manner in which the master list of those positions that are to be abolished.

it is. And this does not include savings for office space, office equipment, and related items.

I would like to ask each of you to ask yourselves whether this is done to your agency. If not, why not? And thus I am asking the agency head as well as the personnel officer.

ANOTHER QUESTION: Do you have a work measurement system to precisely identify the work products of personnel, manpower, and money input? Can you show where productivity is increasing or decreasing?

ASCS has such a system, and so does the Office of Management Services. "Production in ASCS has climbed during the recent years and was 36 percent higher in 1964 than in 1960. This represents a saving in manpower of more than 6,000 man-years.

Although work measurement does not, by itself, increase production, it does provide management with the information it needs to use its manpower as the most

Manager development is another highly important program that can greatly improve our operations. Are you doing a top-flight job here?

To what extent have you developed a system for identifying potential managers in your agency?

Are you presently running talent in your agency? What are the systems for determining employee characteristics that management needs to know about in job placement, promotion, or reassignment?

Do you have a job training program to assist employees? Are there any career systems in place?

Are there any alternate paths they might choose to show them, people the intricate paths they might choose to take to the top of their particular profession?

We need programs like this to recruit, train, and expose

one type of experience may suit more than others. People, more sensitive, better administrators.

Does your agency have a system for planned rotation of your employees with potential for leadership roles? I've long been an advocate of raising people through a variety of assignments. This not only serves to broaden

CIVIL SERVICE JOURNAL

July-September 1962

Our agencies would do well, I think, to accept programs of moving top-level talent from one agency to another.

YOU ALL ARE FAMILIAR with the subject of employment opportunity in Government. You know that the President has asked that we pay attention to this issue, and that we have a special task force to study the problem. You know how the President feels about this, and you know how I feel.

Although our employment of minority groups is in

We need to realize the alternative action proposed as demanded by the President. And we need to increase our efforts to make it a reality.

We must not be negative or complacent about this. If we find that there are not enough qualified applicants for some job among minority groups, we need to as ourselves why, and what can be done about it.

Personnel people should be particularly alert in this area. I request you constantly to be engaged in a recruitment campaign to solve this problem. There should be no one who reports only on your efforts to recruit minority people.

THERE IS ANOTHER TOPIC I want to mention to you today, and that is the subject of safety.

Finally, I was curious as to what would happen when we established almost a full-time Safety Officer position for the department in the fall of 1961.

July-September 1963

I was proud to present four Special Merit Awards for safety at our Annual Honor Awards Ceremony May 11. The presentation of the Department Safety Officer was

We can save the President's Safety Award again.

Together let us move on to even greater education and service to the people of America, always keeping in mind that President Kennedy's words that, "the ability to lead our country is not a privilege but a trust that we must apply as our responsibility to the people of the great laborator."

thought that you are satisfied with such a result. If you simply take up the attitude of defending it, there will be no hope for improvement."

[illegible]

There are *fixed* loads with a condition which we personally had no part in creating. The Negro man, for example, is not qualified. He is apathetic. He won't work. He doesn't want to. He doesn't want to make the effort to get qualified because of persecution. He doesn't want to make the effort to get qualified because he doesn't think that will do him any good. It is a vicious circle. The positive causes required of the Negro man are not the same as those required of a white man. We must do away with the myth of making that vicious circle. We must do away with the myth that the Negro has to be self-sufficient. We must have a job for him in the Federal Government and there is no job for him in the Federal Government without discrimination. We must have a large, far-reaching program different from the one which we have now. There must be rapid employment opportunities for all men, Greek and Italian, Jew and Gentile, Protestant, Catholic, and religious, and both sexes, without regard for color, race, or creed.

[illegible]

Another obstacle in our path is the present lack of resources. Many agencies are tightening up, eliminating jobs, or filling jobs with displaced personnel from other municipalities. Many agencies are in no position to offer any specific employment to anyone.

What can we do? Well, first of all, we can start with the youth. Convince them that they can break the pattern of this vicious circle that their parents and grand parents were in. Convince them that when we use in

positions to the active recruiting they will be hired without discrimination if they qualify. Convince them that they must continue their education so that they can qualify. Convince them that once they are hired they will be treated equally with other employees.

The concentration on youth is one of the main thrusts of the developing program proposed by our Special Education Opportunity Committee. I think it is important for me to go into a little depth regarding some of the things the committee is doing besides the emphasis on youth. But first, I want to re-emphasize the importance and scope of the whole civil employment opportunity program to the Federal community in Wichita. I will try to avoid any other or sociological considerations and just try to reveal any other good of civil employment opportunity.

We have so choice—we are required to pursue that program. Employees here is a part of the executive arm of Government. Executive Order 10975 made it quite clear that the managers of executive agencies must take positive affirmative action to end all discriminatory actions within the Federal Government. Subsequent commissions, actions by the President, the Civil Service Commission, and the President's Committee on Equal Employment Opportunity clearly indicate that positive action means taking good and doing something to correct past wrongs and does not just mean that agencies can passively "wait and see" what happens.

For some incident to demonstrate their satisfaction with the survey, you might also think that it is up to the agency headquarters in Washington, or perhaps your regional office in Kansas City or Chicago, or wherever it may be, to set the pace for the program and statewide this positive action. This is not the way that programs are being measured. We are being evaluated as a being measured. Civil Service Commission and agency surveys, and reports are being made on a local basis. The local survey agency head will be the one that knows or later will be asked the question, "What positive administrative action

The principal reason the FBA was formed was to carry out just such programs. That is why I am speaking to you today rather than there being a program that would be less serious and certainly more entertaining than I am sure most of us would prefer to work together on. The rather than contribute on an individual basis. This

The committee has three members, but that is only for the sake of having a workable size and not to exclude anyone or any agency. You will note from the membership list that, for example, that several of the larger agencies in Washington are not represented. Anyone is welcome to pitch in as they like, however, and we are always open to suggestions.

CIVIL SERVICE JOURNAL

So far, what is our program? The successful programs of other cities were examined and we selected those things that would accomplish most in Wichita. Four main objectives were essential. First, to establish communication between the Federal Bureau as a whole, as representing the Federal community as a whole, and leaders of minority groups. Second, to achieve liaison with the other Federal, State, and local governmental bodies with responsibilities in the equal employment



"What can we do? Well, first of all, we can start with the youth . . ."

opportunity field. Third, to promote and develop favorable attitudes on the part of supervisors toward the practices of equal opportunity in all phases of the employment relationship. Fourth, to present an active program

So far, what have we done toward accomplishing these objectives? On the first objective, we have visited with the leaders of the NAACP and the Urban League. We had met with these same leaders last year. On this second aim, however, I believe they were more convinced of our sincerity. It may take many more visits to fully convince them that we are not just some other group with passing or obligatory interest in a currently popular

July-September 1965

will conduct us at any time they think we can help. We will be working with the Employment Section of the White House National Commission.

On the third objective, we find that successful implementation is the prime responsibility of each local agency and its staff. We must, by words, actions, attitude, and behavior, convince all of our subordinates, supervisors, and they must have favorable attitudes toward all phases of the equal employment opportunity program.

On the fourth objective, we are just developing our program with the youth. The commission has a number of good ideas in this area. This is the part of the ses-

We want to make it clear that this is *your* course, the *game* in which we seek *your* active participation. The committee will make contact with schools, church groups, and other interested minority organizations and attempt to talk with the parents and young people about the importance of attending, scheduling, and general opportunities in Federal employment for qualified people. The committee can make the arrangements, we can prepare and assemble handout material, but we cannot carry the whole burden of meeting with the agencies. Agency heads will be asked to assist us by furnishing speakers. The higher the position of the speaker the better the effect, so we hope many agency heads will participate personally.

We want your ideas, suggestions and criticisms concerning our proposals. If you can offer personal services, handwritten, films, literature, speakers, etc., so much the better. You may feel that what you have to offer is not new and therefore may be a duplication of what someone else has already done or said. Please do not be deterred from making suggestions. If there is a duplication of ideas, this will mean to the committee only that there is more feeling about a particular proposal.

If you're not in a position to become actively involved, you can still help. I fully realize that many of you honestly do not think that is your problem. I have found that a good number of generosity (let alone philanthropy) advocates are not in a position to become actively involved. But the *Neuro* is now in too much of a hurry to think that is a turning former sympathizer against him. We are all influenced by our past and present environment by our predecessors, if you will. A lot of people are influenced by the thinking of their world, or social groups, and tend to agree with the opinions of the majority. However, most people like to think that they are better. I am not saying that you are better than the majority. I am only saying that you are better than the majority.

are approaching this and every controversial problem with an open mind. This is good. What should be created is approaching the problem with an open mouth. On this subject, more than any other, I have heard some usually intelligent people express themselves who obviously did not know what they were talking about or who had made no attempt to understand the other side. If you want to put something into that open mind, it should be done intelligently. It takes a little effort. There is plenty of reading material available. Try to under-

TRAINING DIGEST

OC DEVELOPS NEW COURSE

A new course for managers of the operating units of the Office of Civilian Defense (OCD) is being developed by the Training Division of the Department of Defense. The course, titled "Management and Control of the Operating Unit," will be available monthly in Washington, D.C. The course is designed to provide managers with the necessary knowledge and skills to effectively manage their units. The course will cover a wide range of topics, including planning, organization, and control. The course is being developed by the Training Division of the Department of Defense, which is responsible for the training and development of personnel in the Department of Defense. The course is being developed in response to the need for more effective management of the operating units of the OCD. The course is being developed by the Training Division of the Department of Defense, which is responsible for the training and development of personnel in the Department of Defense. The course is being developed in response to the need for more effective management of the operating units of the OCD.

CONFLICT OF INTEREST

Employees shall not "engage in any outside employment, including teaching, lecturing, or writing, which might result in a conflict of interest with the Government." This is the first of a series of regulations issued by the General Accounting Office (GAO) to guide the Federal Government in the area of conflict of interest. The regulations are being issued in response to the need for more effective management of the operating units of the OCD. The regulations are being developed by the Training Division of the Department of Defense, which is responsible for the training and development of personnel in the Department of Defense. The regulations are being developed in response to the need for more effective management of the operating units of the OCD.

TRAINING NATIONALS FROM OVERSEAS

The cost of training overseas personnel may be more than doubled by the Department of Defense. The Department is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel. The Department is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel. The Department is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel.

CIVIL SERVICE JOURNAL

The Department is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel. The Department is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel. The Department is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel.

TO MEET WITH THE PRESIDENT

Twenty more former participants in the "Washington Leadership Program" are scheduled to meet with President Johnson at the White House in mid-September. The program is a two-year program designed to provide leadership training to young men and women. The program is being developed by the Training Division of the Department of Defense, which is responsible for the training and development of personnel in the Department of Defense. The program is being developed in response to the need for more effective management of the operating units of the OCD.

INTELLIGENCE TRAINING

A new committee, composed of members of the Intelligence Community, is being established to study the need for more effective management of the operating units of the OCD. The committee is being established by the Training Division of the Department of Defense, which is responsible for the training and development of personnel in the Department of Defense. The committee is being established in response to the need for more effective management of the operating units of the OCD.

TRAINING NOTES

For the EDO studies: The Commission will offer these courses in Washington, D.C., at special rates. (Feb-March 1965)

to employee development efforts; in September, to employee training; in January, employee education and a report of training. Training. According to the unclassified or under-employed personnel survey for a series of programs on report to the Department of Defense. (Feb-March 1965)

Civilian Defense Training in 1964 was considerably higher than in 1963. The Training Division of the Department of Defense is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel. The Department is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel.

Comparative work study program may be used to recruit civilian talent for career opportunities under a program of civilian service. The program is being developed by the Training Division of the Department of Defense, which is responsible for the training and development of personnel in the Department of Defense. The program is being developed in response to the need for more effective management of the operating units of the OCD.

Personal staff training should be supported and encouraged by the Commission. The Commission is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel. The Commission is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel.

Student civilian training in Schedule A was substantially modified recently. The limitations on the number of students who can be trained in a year have been increased from 150 to 200. The Commission is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel.

An intergovernmental training fund was jointly established by the United States and the Government of New York and New Jersey. The fund is being established to provide training for students in the field of civilian service. The fund is being developed by the Training Division of the Department of Defense, which is responsible for the training and development of personnel in the Department of Defense.

Qualitative research should replace many of the quantitative studies currently being conducted by the Commission. The Commission is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel. The Commission is currently reviewing the cost of training overseas personnel and has found that the cost is significantly higher than the cost of training domestic personnel.

QUOTABLE:

—excerpt from CSC Chairman John W. Macy's address

The Award Goes:

1965-PRESIDENT'S AWARDS for Distinguished Federal Civilian Service



PRESIDENT JOHNSON presented the 1965 President's Award for Distinguished Federal Civilian Service to five outstanding career employees in a White House ceremony on June 2. Witnesses are shown above with the President.

"Government programs are advanced as much through people and their efforts as through the language of laws and Federal regulations."

"I call on you to join in honoring these individuals who receive the highest Federal Award and to extend other appropriate recognition within your agency to employees, in positions both high and low, whose achievements merit special distinction."

"In this largest organization of its kind... the emphasis is no longer on the facts alone, but the emphasis is on individual excellence."

—PRESIDENT LYNDON B. JOHNSON



SHOWN RECEIVING the President's Award are: (left) James E. Nichols, Director, Federal Bureau of Investigation; Frank B. Rowland, Department of Defense; (center, left to right) William J. Donovan, Jr., Director, Central Intelligence Agency; (center, right) Claude A. Tamm, Director, Federal Bureau of Investigation; and Philip M. Thibault, Director, Federal Bureau of Investigation.

CIVIL SERVICE JOURNAL
U.S. GOVERNMENT PRINTING OFFICE: 1965 O-711-724



CYRUS A. TOLSON

Assistant Director of the Federal Bureau of Investigation, Tolson has been a vital force in creating the FBI's reputation for integrity and efficiency. He has been instrumental in the development of the FBI's training program, which has produced some of the finest law enforcement officers in the world. Tolson's leadership has been instrumental in the FBI's success in combating crime and maintaining the peace.



PHILIP M. THIBAUT

Special Assistant to the Director, Federal Bureau of Investigation, Thibault has been instrumental in the development of the FBI's training program, which has produced some of the finest law enforcement officers in the world. Thibault's leadership has been instrumental in the FBI's success in combating crime and maintaining the peace.



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July-September 1965



HOWARD C. GIVENS

Assistant Director of the Federal Bureau of Investigation, Givens has been instrumental in the development of the FBI's training program, which has produced some of the finest law enforcement officers in the world. Givens's leadership has been instrumental in the FBI's success in combating crime and maintaining the peace.



HOWARD C. GIVENS

Special Assistant to the Director, Federal Bureau of Investigation, Givens has been instrumental in the development of the FBI's training program, which has produced some of the finest law enforcement officers in the world. Givens's leadership has been instrumental in the FBI's success in combating crime and maintaining the peace.

UNITED STATES
GOVERNMENT PRINTING OFFICE
DIVISION OF PUBLIC DOCUMENTS
WASHINGTON, D.C. 20402

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300
(GPO)



UNITED STATES GOVERNMENT

Memorandum

To: ☒ Mr. Tolson
Mr. DeLoach ☒
Mr. Mohr ☒
Mr. Bishop ☒
Mr. Casper ☒
Mr. Callahan ☒
Mr. Conrad ☒
Mr. Felt ☒
Mr. Gale ☒
Mr. Rosen ☒
Mr. Sullivan ☒
Mr. Tavel ☒
Mr. Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

TO : Mr. DeLoach

DATE: 8-23-65

FROM : M. A. Jones

SUBJECT: MOTION PICTURE FILM OF
WHITE HOUSE CEREMONY
DISTINGUISHED FEDERAL CIVILIAN SERVICE
AWARD PRESENTATION TO ASSOCIATE
DIRECTOR CLYDE A. TOLSON

By letter to the Director dated 8-17-65, the Attorney General forwarded a copy of the motion picture film made at the White House Ceremony at which Mr. Tolson was named as a recipient of the Distinguished Federal Civilian Service Award. Mr. Katzenbach asked Mr. Hoover to again extend his congratulations to Mr. Tolson for his service to the Department.

The film is approximately 10 minutes in length, carries a sound track of the ceremony and is in color. The film shows the entire ceremony including the brief address by President Johnson and the citations of the five recipients of the above-mentioned Award. Attorney General Katzenbach reads the citation of Mr. Tolson, and the film includes the presentation of the medal to Mr. Hoover in Mr. Tolson's absence. Various scenes are included showing the people who are in attendance at the ceremony.

It is noted that the film can be set up in the Director's or Mr. Tolson's Office should they desire to view it. The film is presently being retained in the Crime Research Section, Room 4258.

RECOMMENDATION:

That the attached letters acknowledging receipt of the film over the Director's and Mr. Tolson's signatures be approved.

Enclosures (2) *sent to 8-23-65*

- 1 - Mr. Tolson - Enclosures (2)
- 1 - Mr. DeLoach - Enclosures (2)
- 1 - Mr. Callahan - Enclosures (2)
- 1 - Miss Holmes - Enclosures (2)

RLR:eab (6)

REC-56

15 AUG 29 1965

EX 105

CRIME RESEARCH

SEP 2 1965

PERS. REC. UNIT

August 23, 1965

Honorable Nicholas deB. Katzenbach
The Attorney General
U. S. Department of Justice
Washington, D. C.

Dear Mr. Attorney General:

I deeply appreciate the motion picture film of the White House Ceremony where I had the honor of being designated as a recipient of the Distinguished Federal Civilian Service Award. I shall always cherish this Award as the milestone of my career, and this film will keep this memorable event vividly etched in my mind for many years to come.

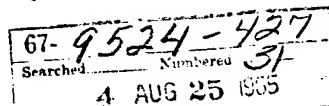
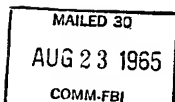
Please accept my sincere thanks
for your thoughtfulness and kind sentiments.

Sincerely yours,

Clyde Tolson

Clyde Tolson

REC-132



- 1 - Mr. Tolson (sent with cover memo)
1 - Mr. DeLoach (sent with cover memo)
1 - Mr. Callahan (sent with cover memo)
1 - Miss Holmes (sent with cover memo)

NOTE: See M. A. Jones to DeLoach memo dated 8-23-65, captioned "Motion Picture Film of White House Ceremony, Distinguished Federal Civilian Service Award Presentation to Associate Director Clyde A. Tolson."

RLR:eab
(7)

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 7-26-65

FROM : C. R. Davidson *end* *J. Edgar Hoover*

SUBJECT: REQUEST FOR EXECUTION OF FORM SHOWING
PERSONAL HISTORY INFORMATION REGARDING
THE DIRECTOR, MR. TOLSON, MR. MOHR AND MR. BELMONT.

Tolson _____
Belmont _____
Mohr _____
DeLoach _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

On the morning of 7-26-65, Jack Adler, First Assistant in the Administrative Division of the Department, called Inspector E. W. Walsh of your office stating that John Macy, advisor to the President on personnel matters, had requested forms showing personal history-type information be executed on certain officials in the Department including the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. The form is captioned "Fact Sheet on Non-Presidential-Appointive Policy and Supporting Positions." Form also calls for information on each position. According to the Department, the request was made in a letter from Macy to The Attorney General of 7-22-65 in which Macy stated the President had asked him to make a study on the staffing structure and policy in the Executive Branch including information on the background and qualification of the incumbents. According to the Department this appears to tie in with the President's general desire to insure that top positions are staffed with the best available talent which has been receiving recent publicity.

A general review of the form shows that it calls only for rather basic information including date appointed to present position, years' Federal service, education (degree held and major field), principal positions held and intentions as to duration of employment if known. With respect to information on each position, the form calls for such as title, grade and salary, type of appointment, and a brief description of position. Adler initially mentioned that he thought the Department had enough information to execute a form for the Director and that the Bureau need only execute forms for Messrs. Tolson, Mohr and Belmont. Adler was advised that the Bureau felt it more appropriate to execute a form for the Director also, with which Adler agreed.

RECOMMENDATION:

That we proceed to gather information necessary to execute forms applicable to the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. The executed forms will be sent through for approval before dispatch to the Department.

- 1 - Mr. Mohr
1 - Mr. Belmont
1 - Mr. E. W. Walsh

RGH:jml
(5)

Enclosure

REC-147

7-561-359
O AUG 11 1965

Original forms & clear letter Dir.
7/26/65
3-254

1 AUG 23 1965 3-3

ORIGINAL FILED IN J. E. Hoover

Mr. John W. Miller
First Assistant, Administrative Division
Director, FBI

July 23, 1965

J. Edgar Hoover

FACT SHEET ON NEW-THIRTY-NINE
ADMINISTRATIVE POLICY AND ORGANIZATIONAL REVISIONS

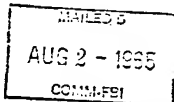
Reference is made to your teletype call to Inspector
H. W. Welch of this Bureau on July 21, 1965, by which you requested
that a form captioned as above be submitted in triplicate concerning
the positions of Director of the FBI, Assistant Director of the FBI, and
the two Assistants to the Director of the FBI, and the incumbents thereof.

Enclosed are the forms requested in triplicate. Since the
information was requested of the Department and since the forms will
be furnished by the Department, Item 23 calling for signature of sub-
mitting official has been left blank.

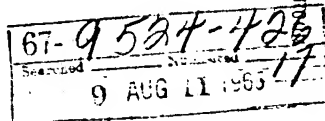
Enclosures - 12

- 1 - Mr. Mohr (Sent Direct)
- 1 - Mr. Belmont (Sent Direct)
- 1 - Mr. B. W. Welch (Sent Direct)
- 1 - Mr. W. C. Johnson (Sent Direct)

RGH:mfs/jml
(5)



REC-147



JUL 30 2 44 PM '65
FBI

Based on memo Davidson to Callahan, RGH:mfs/jml, 7-23-65.

Mr. Tolson
Mr. DeLoach
Mr. Mohr
Mr. Bishop
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. Felt
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Miss Holmes
Miss Gandy

ENCLOSURE

MAIL ROOM ☒ TELETYPE UNIT ☐

EX-101
FEB 24 1979

FA SHEET ON NON-PRESIDENTIAL POSITION
(POLICY AND SUPPORTING POSITIVE

Part I: Position Information

1. Title of position Associate Director of the FBI			
2. Grade/Level Level III	3. Series (if applicable)	4. Salary \$28,500	5. Type of appointment and excepting authority Excepted - Public Law 88-527
6. Agency U. S. Department of Justice		7. First organizational sub-division FBI	
8. Second organizational sub-division		9. Geographic location (State, territory, etc., and city) Washington, D. C.	
10. Brief description of position (principal duties, experience/training required) <p>The Associate Director is the final point of top-level decision and control for numerous policy, investigative, administrative and security aspects of operations of the FBI with directional authority extending to all headquarters functions, to all field offices, domestic and territorial, and to certain limited foreign operations, and serves as the channel through which all top-level decisions and instructions come from the Director for implementation and execution. The Associate Director is the Director's chief assistant and alternate, exercising complete policy and operational (See Supplemental Sheet, page 2.)</p>			

Part II: Incumbent Information

11. Name (Last, First, Middle) Tolson, Clyde Anderson		12. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	13. Date of birth May 22, 1900
14. Legal residence (State) District of Columbia	15. Date appointed to present position February 10, 1947	16. Years Federal service 47	17. Years State/local public service 0
18. Years served in elective office 0	19. Years military service and highest rank held 0	20. Veteran preference <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	21. Status in position <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22. Education (show degree(s) held and major field. Do not include honorary degrees) Bachelor of Arts and Bachelor of Laws degrees			
23. Principal positions held (include employing organizations, dates, and locations) <p>After serving in the War Department beginning in July, 1918, including assignment as Confidential Clerk in the office of three Secretaries of War beginning in 1920, Mr. Tolson was appointed as a Special Agent in the FBI on April 2, 1928. He was named Assistant Director in 1931 and Assistant to the Director in 1936.</p>			
24. Intentions as to duration of employment (if known)			
25. Signature of submitting official		Date	

P-26
July 1965

ENCLOSURE 67-9521-424

**Fact Sheet on Non-Presidential-Appointive
Policy and Supporting Positions**

Supplemental Sheet, Part I, Item 10. (Continued)

control over the FBI except in those matters he considers important enough to warrant the Director's prior concurrence or personal decision or which the Director has reserved to himself. He recommends action to the Director on major cases requiring the Director's personal decision, presides at the Executives Conference which is the FBI's top-level group for all determinations, affords through an Assistant Director over-all direction to the FBI's inspection service and generally represents or relieves the Director wherever possible.

For years the FBI has had a comprehensive, competitive, long-range executive development program to provide the FBI with executives. Its primary theme is that every executive must work his way up through the ranks of the FBI. This policy has been found to be both logical and necessary in view of the involved and widespread yet highly centralized coordination of operations of the FBI which constantly require immediate, far-reaching decisions and direction on the basis of experience in the FBI. Accordingly, experience in depth in the FBI from the ground up is required.

UNITED STATES GOVERNMENT

Memorandum

TO : MR. CALLAHAN

DATE: July 28, 1965

FROM : C. R. DAVIDSON

Edgar Hoover

SUBJECT: REQUEST FOR EXECUTION OF FORM SHOWING
PERSONAL HISTORY INFORMATION REGARDING
THE DIRECTOR, MR. TOLSON, MR. MOHR AND MR. BELMONT.

Tolson _____
DeLoach _____
Mohr _____
DeLoach _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

My memorandum of 7-26-65 noted that on the morning of that day, Jack Adler, First Assistant in the Administrative Division in the Department, called Inspector E. W. Walsh of your office stating that John Macy, advisor to the President on personnel matters had requested execution of forms showing personal history type information on certain officials in the Department including the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont as well as information on each of their positions. The form is captioned "Fact Sheet on Non-Presidential-Appointive Policy and Supporting Positions." According to the Department, the request was made in a letter from Macy to the Attorney General of 7-22-65 in which Macy stated the President had asked him to make a study on the staffing structure and policy in the Executive Branch including information on the background and qualifications of the incumbents. According to the Department, this appears to tie in with the President's general desire to insure top positions are staffed with the best available talent which has been receiving some publicity. It was approved that we gather information necessary to execute the forms and that the executed forms be sent through for approval before dispatch to the Department.

Enclosed is a proposed letter to Adler in the Department transmitting forms in triplicate, as requested, applicable to the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont. Part I of the form shows position information and part II shows incumbent information (personal history type). It is noted that item 10 of part I calls for a brief description of the duties of each position and also calls for experience and training required. It is believed desirable to make the point here that for years the FBI has had a comprehensive, competitive, long-range executive development program to provide the FBI with executives, its primary theme being that every executive must work his way up through the ranks of the FBI and that this policy has been found to be both logical and necessary. Accordingly, the reports concerning positions occupied by Mr. Tolson, Mr. Mohr and Mr. Belmont contain information on this point. It is not believed appropriate to include such information in the form pertaining to the Director's position since the Director is the incumbent.

2 REC XEROX

RGH:mfs/jml (6) Enclosure

- 1 - Mr. Mohr
- 1 - Mr. Belmont
- 1 - Mr. E. W. Walsh
- 1 - Mr. W. C. Jackson

SENT BY ROUTE
FOR APPROVAL
7-30-65

561-358
AUG 11 1965

3-PM

(OVER)

1 AUG 12 1965

Memorandum Davidson to Callahan

Re: Request for Execution of Form Showing
Personal History Information Regarding
The Director, Mr. Tolson, Mr. Mohr and Mr. Belmont.

Item 15, part II, calls for showing date appointed to present position, for example, 5-10-24 in the Director's case. Then item 23, part II, calls for principal offices held prior to present position. Forms have been executed accordingly.

Item 24, part II, calls for showing intentions as to duration of employment (if known). Instructions forwarded to us by the Department for executing the forms state that item 24 is to be filled in if plans for the near future will result in the positions becoming vacant. Accordingly, this item is not filled in on any of our completed forms. Item 24, part II, calls for signature of submitting official. Instructions state signature is to be by the agency official responsible for the information submitted. Since the information was requested by Macy of the Department and will be forwarded to him by the Department, this is being left blank for signature by the Department.

RECOMMENDATION:

That enclosed proposed letter be approved forwarding to Adler in the Department forms executed in triplicate on the Director, Mr. Tolson, Mr. Mohr and Mr. Belmont.

*max
7/14* *AM* *J* *W. H. C.*

4
✓
FBI

July 19, 1965

File ✓

Honorable Buford Boone
Publisher
The Tuscaloosa News
Tuscaloosa, Alabama

Dear Mr. Boone:

Thank you very much for your letter of July 17th extending your congratulations on my receipt of the President's Award for Distinguished Federal Civilian Service. You may be sure I was pleased to receive this recognition of my efforts.

It was indeed kind of you to write me and I am most appreciative of your thoughtfulness and your generous comments concerning my work in the FBI. I am also grateful for the sentiments expressed by you in your article in the July 17th issue of your newspaper.

With best wishes and kind regards,

Sincerely,

D
Clyde Tolson

Mr. Tolson	_____
Mr. Belmont	_____
Mr. Mohr	_____
Mr. DeLoach	_____
Mr. Casper	_____
Mr. Callahan	_____
Mr. Conrad	_____
Mr. Felt	_____
Mr. Gale	_____
Mr. Rosen	_____
Mr. Sullivan	_____
Mr. Tavel	_____
Mr. Trotter	_____
Tele. Room	_____
Miss Holmes	_____
Miss Gandy	_____

CT:DSS

12

200

The Tuscaloosa News

Tuscaloosa, Alabama

BUFORD BOONE
PUBLISHER

July 17, 1965

V.

Mr. Clyde A. Tolson, Associate Director
Federal Bureau of Investigation
United States Department of Justice
Justice Building
Washington, D.C.

Dear Mr. Tolson:

It was a distinct pleasure to learn that you had been presented the President's Award for Distinguished Federal Civilian Service.

Never has this award been more deserved. You have done so much so long and so well in public service, and I am delighted to see official recognition of your outstanding contributions.

Of many fine people with whom I have been associated, none ever has topped your level of achievement in devotion to duty, in efficiency and in volume of work handled.

My appreciation for outstanding contributions to our nation's welfare is extended, along with hearty congratulations.

Sincerely,

Buford Boone

7-9-524-425
4 JUL 20 1965

*ack. DSS
AT. 7/19*

Jul

The Tuscaloosa News

Tuscaloosa, Alabama

BUFORD BOONE
PUBLISHER

Issue of Saturday, July 17, 1965

A Merited Honor To Tolson

The value of civil servants is underrated. One reason is because some work less efficiently than others. And we are prone to give more attention to the mediocre than recognition to the efficient.

But there are many outstanding men and women in government in all levels. Many of them work with a considerable degree of anonymity. But they keep the processes of government going.

Each year an award is made to men and women in United States government service for special efforts significantly above and beyond the requirements of their position. The award consists of a citation from the President, along with a gold medal and a lapel rosette. Generally, not more than five awards are made in any one year.

Such an award was made recently to Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation. The citation read:

"A dedicated guardian of the public good, he has been a vi-

tal force in raising the proficiency of law enforcement at all levels and in guiding the Federal Bureau of Investigation to new heights of accomplishment through periods of great national change.

"Through uncompromising insistence upon facts rather than rumor, science rather than brawn, and respect rather than fear, he has helped immeasurably to elevate his agency to its present position of high public esteem."

These laudatory words, as so often is the case, cannot tell the whole story of Mr. Tolson's loyalty to duty, of his efficiency, and of his devotion to his job through many years.

His is a key job in a most important government bureau whose level of efficiency stands above all others. The nation is indeed indebted to Clyde Tolson, and we are glad to see official recognition of it.

67-9-524-425



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

May 17, 1965

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and spending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	5/17/65	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female) ESTATE	Relationship
--	--------------

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
---	--------------

Address

ESTATE

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female) ESTATE	Relationship
--	--------------

Address

Name (contingent beneficiary, if desired; use given first name if female) ESTATE	Relationship
---	--------------

Address

Very truly yours,

Payment Received
Special Agents Insurance Fund

MAY 18 1965

J. Edgar Hoover, Director

Clyde A. Tolson
Special Agent

3-001

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MOHR

DATE: May 28, 1965

FROM : N. P. CALLAHAN

SUBJECT: PRESIDENT'S AWARD FOR DISTINGUISHED
FEDERAL CIVILIAN SERVICE FOR 1965

Clyde A. TOLSON

Attached is a letter from John W. Macy, Jr. Chairman, U. S. Civil Service Commission to Attorney General Katzenbach dated May 25, 1965, indicating that the Civil Service Commission will bill the Department approximately \$750 as its share of the costs incurred in connection with the granting of the above awards, one of which as you know has been designated for Mr. Tolson.

Normal be made of platinum!
Jack Adler called me this morning to advise of the receipt of this communication and upon inquiry advised that this was a new procedure the Civil Service Commission is adopting whereby the departments having recipients of such awards will in the future defray their pro rata share of the costs connected therewith.

The letter indicates that the Civil Service Commission will bill the Department on the basis of the actual cost incurred. Upon receipt of the bill in the Department it will be forwarded to the Bureau so that we can prepare a reimbursement voucher to the Commission.

The above is submitted for information.

NPC:mah:gt

(4)

1 - Mr. C. R. Davidso

1 - Mr. DeLoach

Enclosure

CLOSURE

REC-143

67-9524-4124
SEARCHED INDEXED
JUN 17 1965

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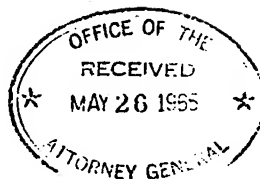
3-124



CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C. 20415

MAY 25 1965



Honorable Nicholas deB. Katzenbach
Attorney General
Washington, D. C.

Dear Nick:

I was most pleased to learn that Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, has been selected to receive the President's Award for Distinguished Federal Civilian Service for 1965. The annual presentation of these awards at the White House is an event in which the career service takes great pride.

In connection with this felicitous occasion, there are several cost items which call for a sharing of responsibilities by those agencies whose officials will be honored by the President:

1. Engraving of gold medals. Your agency's share of this cost is estimated at \$25 for F.Y. 1965.
2. Printing of programs for the ceremony. Your agency's share of this cost is estimated at \$125 for F.Y. 1965.
3. Production of a movie short in color and with sound based on film coverage of the ceremony, which includes delivery of one print for your agency's use. Your agency's share of this cost is estimated at \$600 for F.Y. 1966.

As production of the above items is completed, the Civil Service Commission will bill your agency on the basis of the actual cost incurred.

My congratulations to you and the Department of Justice for having a Presidential Award recipient this year!

Sincerely yours,

John W. Macy, Jr.
John W. Macy, Jr.
Executive Secretary
Distinguished Civilian
Service Awards Board

MAY 31 2 01 PM '65

67-9524-1154 RECEIVED

June 2, 1965

PERS. REC. UNIT

The President
The White House
Washington, D. C.

My dear Mr. President:

I want you to know that I am humbly grateful for being designated to receive your 1965 Award for Distinguished Federal Civilian Service. This is indeed a signal honor and my only hope is that I shall continue to merit the faith and confidence which made this award possible. I can certainly assure you that I shall put forth my best efforts in the future to be deserving of this recognition.

It is difficult to adequately express my sincere appreciation for the kind words in your citation regarding my Federal service, but I do want you to know of my heartfelt thanks.

I also want you to know how deeply I regret that it was not possible for me to personally accept this award from you, as this would have made it even more meaningful to me.

In grateful appreciation, I am

Sincerely yours,

Clyde Tolson

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CT:DSS

ENCLOSURE 17
51

10 JUN 2 1965

MAIL ROOM ☐ TELETYPE UNIT ☐

Tolson

Rowlett

Grievess

Treize

Newell

President Honors Federal Officials

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank B. Rowlett, special assistant to the director of

the National Security Agency; Howard C. Grievess, assistant director of the Census Bureau; Philip H. Treize, deputy assistant secretary of state for economic affairs; and Homer E. Newell, associate administrator for space science and applications, NASA.

67-9524-423

**PROPOSED CITATION FOR SIGNATURE
OF THE PRESIDENT**

CLYDE A. TOLSON

As Associate Director of the Federal Bureau of Investigation, he has through superior ability, intense loyalty, and patriotic devotion to duty assisted Director J. Edgar Hoover in elevating his agency to its present position of high esteem and in enhancing the proficiency and status of all law enforcement.

His distinguished career, his firm command of tremendous resources, and his sense of justice personify the motto: "Fidelity, Bravery, Integrity."

1965

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10717, as amended by Executive Order 10979, establishes the President's Award for Distinguished Federal Civilian Service and provides that generally not more than 5 such awards shall be made in any one year. The Order also created the Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

CRITERIA TO BE MET FOR NOMINATIONS

The award may be presented for the best achievements having current impact in improving government operations or serving the public interest. These achievements shall exemplify one or more of the following:

- (a) Imagination in developing creative solutions to problems in government; or
- (b) Courage in preserving against great odds and difficulties; or
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed.

Federal employees serving by presidential appointment in non-career positions are not eligible for the award.

WHO SHALL MAKE THE NOMINATIONS

Nominations are invited from the heads of the departments and agencies for exceptional achievements of employees of their own agency, or employees of other agencies when they have knowledge of such achievement.

WHEN SHALL NOMINATIONS BE MADE

By March 5, 1965

WHERE SHALL NOMINATIONS BE SENT

John W. Macy, Jr., Executive Secretary
President's Distinguished Civilian Service Awards Board
U. S. Civil Service Commission, Washington, D. C. 20415

-over-

ENCLOSURE

67-9524-423

PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients.

FORM AND CONTENT OF NOMINATIONS

1. Nominations shall be submitted in six copies so that each member of the Board may have a copy to review.
2. Each copy of each nomination shall be multilithed, xeroxed, mimeographed, or in original typing, single space on one side of 8"x10 $\frac{1}{2}$ " pages.
3. Each nomination shall contain the following information in the following order:
 - A. First page — a brief biographical sketch, in itemized format, containing date and place of birth, significant educational background, significant employment record, and a specific statement of the type of current appointment.
 - B. Second page — a proposed citation for the signature of the President. The proposed citation shall contain from 50 to 65 words in two-paragraph form, and shall highlight the significance of the individual's achievement.
 - C. Additional pages containing not more than 2500 words with topical headings as follows:
 - o Summary of Achievement - not more than one page.
 - o Additional Details - in non-technical language and illustrating how nominee was personally responsible.
 - o Benefits - the specific benefits in improving government operations or serving the public interest. Describe separately the tangible and the intangible.
 - o Personal Qualities - examples of personal qualities of the nominee which make his achievement possible.
 - D. A statement describing any other significant awards received by the nominee.
 - E. A photograph.
4. Each copy of a nomination shall be enclosed in a 9 $\frac{1}{4}$ "x11 $\frac{1}{4}$ " folder (Beaverite Folder, Style D-102, Federal Stock #44-52, or equivalent).
5. If desired, supporting or technical material may also be submitted as a supplement to the nomination. There is no limitation on the amount of such material that may be submitted. However, any supporting material should be submitted separately in bound form, rather than included with the material in the Beaverite folder.

NOTE: Departments and agencies are in no way restrained from making awards themselves to any employees who are being nominated for the President's Award.

June 2, 1965

BY SPECIAL MESSENGER

Honorable Nicholas deB. Katzenbach
The Attorney General
U. S. Department of Justice
Washington, D. C.

Dear Mr. Attorney General:

I want to express my thanks to you for
your part in making it possible for me to receive the
1965 President's Award for Distinguished Federal
Civilian Service. While I wish I could personally have
been present to receive this award from the President,
I feel doubly honored in Mr. Hoover's accepting it in
my behalf.

Sincerely yours,

Clyde
Clyde Tolson

1 - Mr. Tolson
DCM:mlk (4)

9524-422
JUN 3 1965
JUN 3 1965
JUN 3 1965

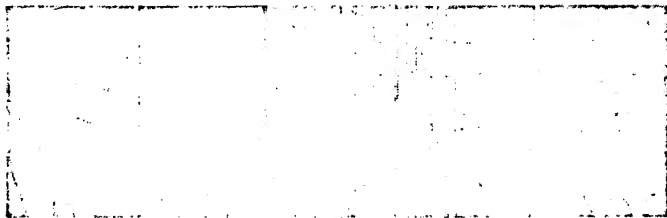
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JUN 2 1965

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Tolson

Rowlett

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Newell

President Honors Federal Officials

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank E. Rowlett, special assistant to the director, of

the National Security Agency; Howard C. Grievoy, assistant director of the Census Bureau; Philip H. Trezise, deputy assistant secretary of state for economic affairs; and Homer E. Newell, associate administrator for space science and applications, NASA.

to AG
6/2/65
Demfule

67-9534-422

The Attorney General

May 24, 1965

Director, FBI

CLYDE A. TOLSON
DISTINGUISHED FEDERAL CIVILIAN
SERVICE AWARD

Reference is made to your memorandum concerning Mr. Tolson's receipt of the captioned award, and I want to thank you for your interest in this matter.

While we deeply appreciate your suggestion, under the circumstances, it is felt that you should, as head of the Department of Justice, introduce Mr. Tolson to the President.

I am advising Mr. Macy that Assistant to the Director John G. Mohr, Assistant Director Cartha D. DeLoach and I intend to be present during the presentation, in accordance with Mr. Tolson's wishes.

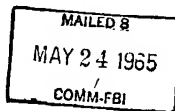
1 - The Deputy Attorney General

- 1 - Mr. Belmont
- 1 - Mr. Rosen
- 1 - Mr. Gale

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JUN 7 1965

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19 JUN 7 1965

PERS. REC. UNIT

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PERS. REC-6

June 2, 1965

Honorable John W. Macy, Jr.
Chairman
Civil Service Commission
1900 E Street, N. W.
Washington, D. C.

Dear John:

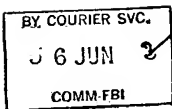
I want to thank you sincerely for the
part you played in my receiving the President's
Award for Distinguished Federal Civilian
Service.

I regret that I was unable to attend
the presentation but you can be assured that I
am deeply touched by this most coveted honor.

Thank you, too, for your kind letter.

Sincerely,

Clyde Tolson
Clyde Tolson



CT:DSS

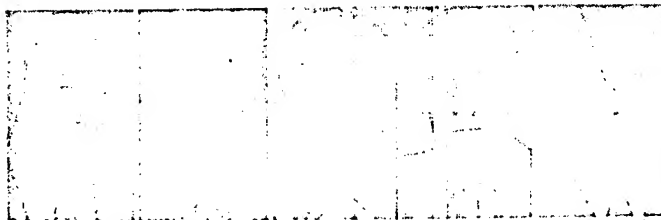
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ENCLOSURE

JUN 4 1965

MAIL ROOM ☐ TELETYPE UNIT ☐



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Rowlett

Grievess

Trezeise

Newell

President Honors Federal Officials

President Johnson yesterday announced selection of five high-ranking career officials to receive the 1965 President's Award for Distinguished Federal Service. The winners are Clyde A. Tolson, associate director of the FBI; Frank E. Rowlett, special assistant to the director of

the National Security Agency; Howard C. Grievess, assistant director of the Census Bureau; Philip H. Trezeise, deputy assistant secretary of state for economic affairs; and Homer E. Newell, associate administrator for space science and applications, NASA.

*let to Macy
6/2/65
RWE:enc*

ENCLOSURE:

67-9524-420

✓
May 24, 1965

~~PERS.~~ REC. UNIT

Honorable John W. Macy, Jr.
Executive Secretary
Distinguished Civilian Service
Awards Board
1900 E Street, N. W.
Washington, D. C. 20415

Dear Mr. Macy:

In a communication dated May 24, 1965,
Attorney General Nicholas deB. Katzenbach asked me to
advise you directly concerning the persons who intend to
be present during the presentation of the Distinguished
Federal Civilian Service Award to Associate Director
Clyde A. Tolson.

For your information, Assistant to the Director
John P. Mohr, Assistant Director Cartha D. DeLoach and I
intend to accompany Mr. Tolson.

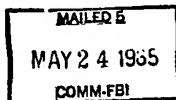
Sincerely yours,

J. Edgar Hoover

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DeLoach
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Tele. Room
Holmes
Gandy

DTP:cal

(3)



MAIL ROOM ☐ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

TO : Director, FBI

FROM : *1404* Attorney General

SUBJECT: Clyde A. Tolson - Distinguished Federal Civilian Service Awar...

DEPARTMENT OF JUSTICE

Mr. Tolson	✓
Mr. Belmont	✓
Mr. Mohr	✓
Mr. DeLoach	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

DATE: May

As you are already aware, Mr. Tolson has won this award. I am pleased to transmit a letter to me from Jack Valenti, Special Assistant to the President, concerning the award ceremony. While I, of course, plan to attend the ceremony and would be happy to present Mr. Tolson, I think it would be more appropriate for you to present him and make the presentation remarks.

I should also appreciate it if the Bureau would prepare the list of persons to be present and transmit it directly to Mr. Macy.

Attachment.

*I think A.G. should
present Mr. Tolson to
the President.*

67- 9524-419
Searched _____ Indexed _____
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REC-141

ENCLOSURE *att*

21 JUN 1965

EXP. PROC.

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*ack let to Macy
5/24/65
DTP/cal*

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PERS. REC. UNIT

THE WHITE HOUSE
WASHINGTON

May 21, 1965



Dear Mr. Attorney General:

It is a pleasure to inform you that Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, whom you nominated for the President's Award for Distinguished Federal Civilian Service, has been selected by the President to receive the award. A public announcement to this effect will be made soon after your receipt of this letter.

The award will be granted by the President in a ceremony scheduled to take place at the White House on June 2 at 11:30 a.m.. Will you please make arrangements for Mr. Tolson to be present? His family and close friends, up to a total of twelve persons, are cordially invited to attend the ceremony.

Our plans provide for you to accompany Mr. Tolson and present him at the ceremony. Since a citation will be read concerning his achievements, I believe it would be best if your presentation remarks were confined to a few sentences which highlight personal background that you believe would be of special interest to the President. Appropriate officials of your agency, up to seven, are also invited to attend the ceremony.

A list of persons who will attend the ceremony and their relationship to the award winner should be sent to Mr. John W. Macy, Jr., Executive Secretary, Distinguished Civilian Service Awards Board, by May 26.

Mr. Macy will be in touch with you concerning the sharing of responsibilities relating to the ceremony.

Sincerely yours,

Jack Valenti
Special Assistant to the President

Honorable Nicholas deB. Katzenbach
Attorney General
Washington, D. C.

67-9524-414
ENCLOSURE

April 1, 1965

MR. MOHR:

**FEDERAL CIVILIAN DISTINGUISHED
SERVICE AWARD**

Mr. Tolson _____
Mr. Belmont _____
Mr. Mohr _____
Mr. DeLoach _____
Mr. Casper _____
Mr. Callahan _____
Mr. Conrad _____
Mr. Felt _____
Mr. Gale _____
Mr. Rosen _____
Mr. Sullivan _____
Mr. Tavel _____
Mr. Trotter _____
Tele. Room _____
Miss Holmes _____
Miss Gandy _____

Reference is made to my earlier memorandum this morning relative to the "alternate group" meeting this morning at the Civil Service Commission to weed out all but five of the recommendations concerning the Federal Civilian Distinguished Service Award.

I have now learned there were thirty-one award recommendations all total. All but seven were weeded out. This group decided to recommend seven instead of five to the principle Awards Board inasmuch as they felt that the remaining seven were all outstanding.

Clyde A. P.
Of the seven left, Mr. Tolson heads the list. He is the only attorney and only law enforcement executive among the seven. The remaining recommendations included Messrs. New of NASA, Rowlett of NSA, Tresise (ph.) of State, Irons of Civil Service Commission, McCandless of Budget and Greives of Commerce.

REC-143

The final meeting of the principle Awards Board will be held within the next several days. It appears rather obvious that Mr. Tolson stands an excellent chance of being among the top five.

RESPECTFULLY,

[Signature]
C. D. DE LOACH

[Signature]
21 APR 6 1965

CDD:saj/par
(2)

[Signature]
THREE
PERS. REC. UNIT

Mr. Tolson	✓
Mr. DeLoach	✓
Mr. Mohr	✓
Mr. Bishop	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

April 1, 1965

MR. CALLAHAN:

RE: PRESIDENTIAL AWARD FOR
MR. TOLSON

Clyde A. Tolson

Davidson
Blower

On March 30, 1965, Mr. Don B. Ginder, Employees Relations Section of the Department, called for the grade and salary of Mr. Tolson at the request of a Mrs. Williams of the Civil Service Commission in connection with the award recommended for Mr. Tolson. With your permission, Mr. Ginder was informed that Mr. Tolson is in level 3 of the Executive Salary Act of 1964 at \$28,500.

Today it was determined through Mr. Ginder that the Civil Service Commission has sent to the Presidential Committee seven nominations for the final consideration of the Committee from which they will select five individuals for these awards. Mr. Tolson's name headed this list.

✓
C. R. Davidson

pph

4/1

RRB:crt
(3)

REC-143

67-9524-418 X2
Searched _____ Indexed _____
2 JUN 17 1965

3-1024

April 1, 1965

Mr. Tolson ✓
Mr. Belmont ✓
Mr. Mohr ✓
Mr. DeLoach ✓
Mr. Casper ✓
Mr. Callahan ✓
Mr. Conrad ✓
Mr. Felt ✓
Mr. Gale ✓
Mr. Rosen ✓
Mr. Sullivan ✓
Mr. Tavel ✓
Mr. Trotter ✓
Tele. Room ✓
Miss Holmes ✓
Miss Gandy ✓

MR. MOHR:

Clyde A. Tolson

The Attorney General called me at 9:25 a. m. today. He stated he wanted to vigorously push the recommended award for Mr. Tolson for Federal civilian distinguished service. He stated he had the brochure that the Director had sent over but felt that additional information was needed. He advised me that John Douglas of the Department, an alternate on the Awards Committee, would meet this morning at the Civil Service Commission at 10:00 a. m. to decide upon the semi-finalists in this matter. The Attorney General asked that I call Douglas and give him any additional information concerning Mr. Tolson that was available.

I talked with Douglas at 9:30 a. m. and asked him if he had the brochure that was sent over. He replied in the affirmative. I then gave him additional facts concerning a number of the big cases that Mr. Tolson had a personal hand in as well as telling him that Mr. Tolson assisted the Director in personally supervising all major cases as well as administrative matters in the FBI. Other facts were made available which might serve to "beef up" the brochure.

I have discussed this matter with John Macy, Chairman of the Civil Service Commission, who is also the Chairman of the Awards Committee. The matter has additionally been discussed with the President. Macy is well aware of the President's friendship with Mr. Tolson.

I particularly impressed upon Douglas this morning the sharpness that Mr. Tolson had always displayed in handling acute problems. I mentioned that the Director leaned upon him heavily with respect to recommendations in this regard. I told Douglas that the meat of the problem was Mr. Tolson's ability to get to the root of any situation without delay.

The meeting this morning is merely to recommend the top five to the main Awards Board. In other words, the field will be narrowed down this morning by the group of alternates. Douglas will call me when he returns from the meeting.

RESPECTFULLY,

C. D. DE LOACH

CDD:saj
(2)

21 APR 6 1965

PER. SEC. UNIT

THREE

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: _____
(Division) (Section, Unit)

Official Position Title and Grade: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1964 to MARCH 31, 1965

ADJECTIVE RATING: OUTSTANDING Employee's Initials _____
Outstanding, Excellent, Satisfactory, Unsatisfactory

Rated by: J. Edgar Hoover DIRECTOR APRIL 1, 1965
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

☒ Official
☒ Annual

☐ Administrative
☐ 60-Day
☐ 90-Day
☐ Transfer
☐ Separation from Service
☐ Special

REC-141

67-9524-418
Searched _____ Numbered _____
1 APR 9 1965

3-44

CLYDE A. TOLSON
ASSOCIATE DIRECTOR

Mr. Tolson's exceptional performance and his valuable contributions to the Bureau have clearly merited for him the rating of Outstanding for the period April 1, 1964, to March 31, 1965.

As Associate Director, Mr. Tolson has served with distinction as Chief of Staff over all phases of FBI operations. It has been necessary during the past year for him to assume even more responsibilities because of legislation delegating additional investigative jurisdiction to the Bureau and typical of the quality of his management efforts is the fact that our accomplishments reached new highs during the year. His concentrated devotion to duty has also been most important in dealing with current problems in the fields of civil rights and organized crime and his leadership has been a vital force in the successes we have achieved.

His extraordinary personal attributes of perception, keen understanding, and selfless loyalty to the Bureau mark him as a top-notch administrator and the bulwark upon which I depend. He has consistently sought opportunities for improving our investigative procedures and techniques and, as the architect of the Bureau's budget, he has insisted upon a self-imposed economy of operations which has enhanced our reputation as an agency which returns maximum benefits to the taxpayer. His calm, penetrative analysis of day-to-day problems, his incisive and reasoned judgment, and his demand for efficiency have become the model for his associates and have indeed contributed to the esprit de corps of the FBI.

Mr. Tolson has served the Bureau, the Department, and his country with great dedication and his long, distinguished career in serving the public interest forms a singularly significant chapter in the history of the FBI. Based on his over-all efforts, no less a rating than Outstanding could be considered.

✓ 100-155
April 7, 1965

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

It gives me a great deal of pleasure to advise you that your services for the period April 1, 1964, to March 31, 1965, have merited the rating of Outstanding which has been approved by the Departmental Committee on Incentive Awards. I am enclosing a copy of the rating which you may retain.

Your selfless dedication to the ideals and purposes of the Bureau, as well as your assistance to me, is immeasurable. However, as a token of my deep appreciation I have approved an incentive award for you in the amount of \$500.00 which the enclosed check represents.

Sincerely,

J. Edgar Hoover

Enclosures (2)

1 - Miss Usilton (Sent Direct)

LRH:jab
(4)

Based on memo Mr. Mohr-Director 3/26/65.

Award #553-65

MAILED 3
APR - 7 1965
COMM-FBI

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Holmes _____
Gandy _____

APR 13 1965
MAIL ROOM ☐ TELETYPE UNIT ☐

APR 7 11 16 AM '65
REC'D-READING ROOM
FBI

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: 3-26-65

FROM : Mr. Mohr

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson _____
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Gandy _____

Beard

There is attached for your signature the annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1964, to March 31, 1965, in which he is rated Outstanding.

It is necessary that your signature be affixed to the original and the copy as the Rating Official. After April 1, 1965, it will be forwarded to the Deputy Attorney General, Chairman of the Departmental Committee on Incentive Awards, of which Committee you are a member, for approval in accordance with the Performance Rating programs of the Department and the Bureau. When the rating has been approved by the Committee and returned to the Bureau, a copy will be furnished to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a \$500 cash incentive award as in the past in recognition of an Outstanding annual performance rating.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding annual performance rating for Mr. Tolson and upon approval of the rating by the Departmental Committee on Incentive Awards he be approved for a cash award of \$500.

Mr.
Enclosures
RRB:dks
(2)

11-11-65

OK.
Approved by
4/6/65

PM
4/7/65

REC-143

9524-417
92

3-PM



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

**In Reply, Please Refer to
File No.**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	2/16/65	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☐ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

Clyde A. Tolson
Special Agent

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3-63